

Z-Mail for Motif User's Guide

Version 3.2

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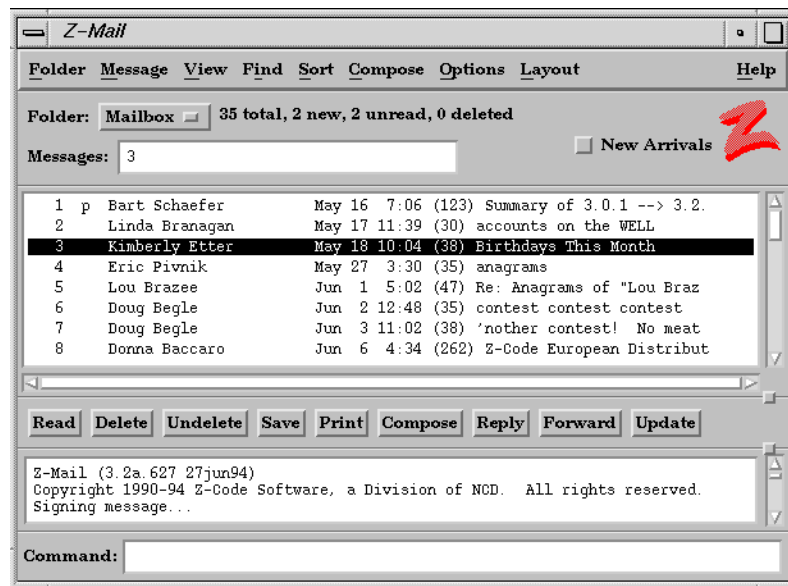
Starting Z-Mail

To start Z-Mail in Motif mode from the command line, enter:

zmail-gui

The **-gui** option tells Z-Mail to use its graphical user interface.

Z-Mail displays the *Main Window*, which contains summaries of your incoming mail.



Reading a Message

Z-Mail displays a *message summary* for each message in your mailbox. These summary lines are displayed in the message summary list of the Main Window.

To read
a message:

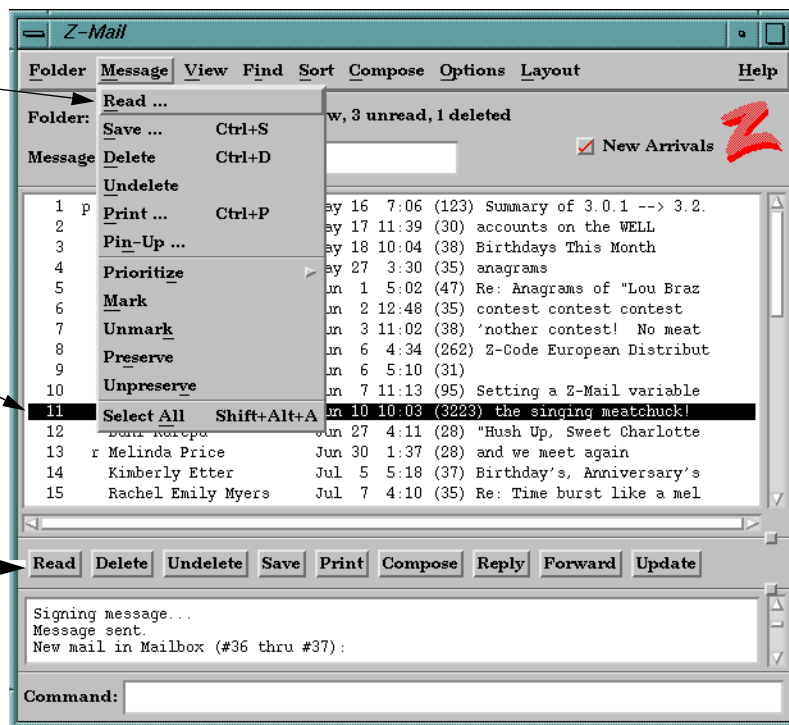
Highlight the message
you want to read and
select **Read** from the
Message pull-down
menu.

or

Double click on the
message you want to
read.

or

Highlight the message
you want to read and
click on the **Read** button.



When you read a message, the Message Window comes up.

To use the Message Window:

Pull down the menu associated with the action you want to perform and select from the action list.

If the message contains an attachment, click on its icon to read or process it.

(Some messages may not contain attachments.)

Click on the button corresponding to the action you want to perform.



Receiving attachments

Z-Mail enables you to send and receive mail *attachments*. An attachment is a separate file associated with a message.

An attachment can be any type of file, such as text, graphics, sound, video, spreadsheet, database, or even an entire application. Any file can be attached to a message, provided that the computer system can support it (sufficient disk space, memory, etc.).

You can either process an attachment directly or save it to a file by *detaching* it.

If Z-Mail does not know how to display an attachment, or if the program required to process an attachment is not available to you, Z-Mail pops up an error dialog. Contact your system administrator for assistance or inform the person that sent the attachment that you are having difficulty processing it.

Replying to a Message

Reply to messages either from the Message Window or from the Main Window.

To reply to a message from the Message Window:

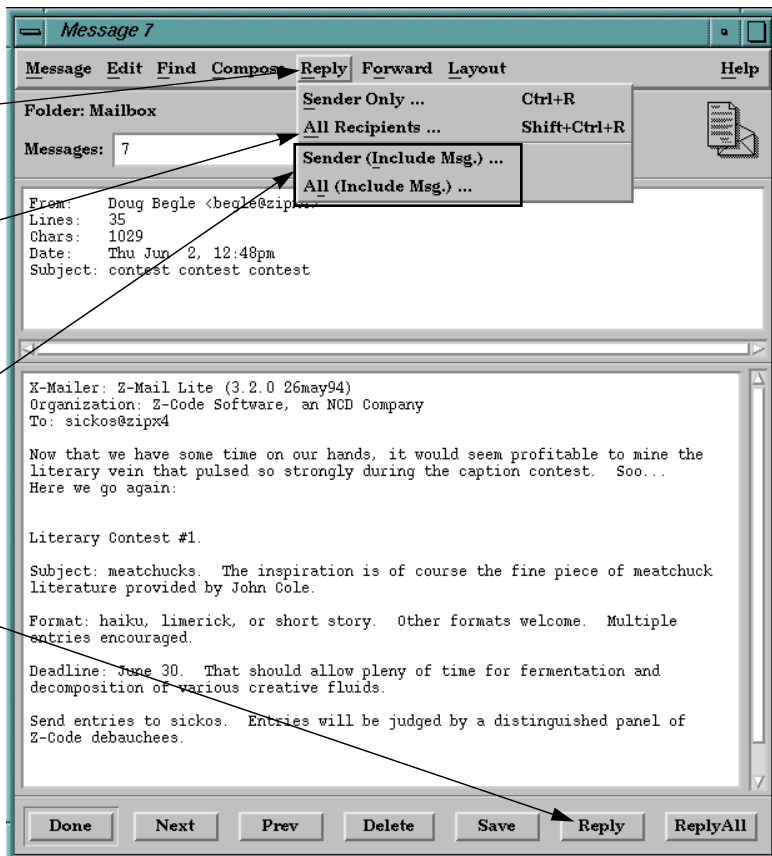
Select an action from the **Reply** pull-down menu.

To reply to all recipients who received the original message, select **All**.

To include the original message as part of your reply, choose a selection that contains **Include Msg.**

or

Click on the **Reply** button, which automatically addresses your reply only to the sender.



To reply to a message from the Main Window:

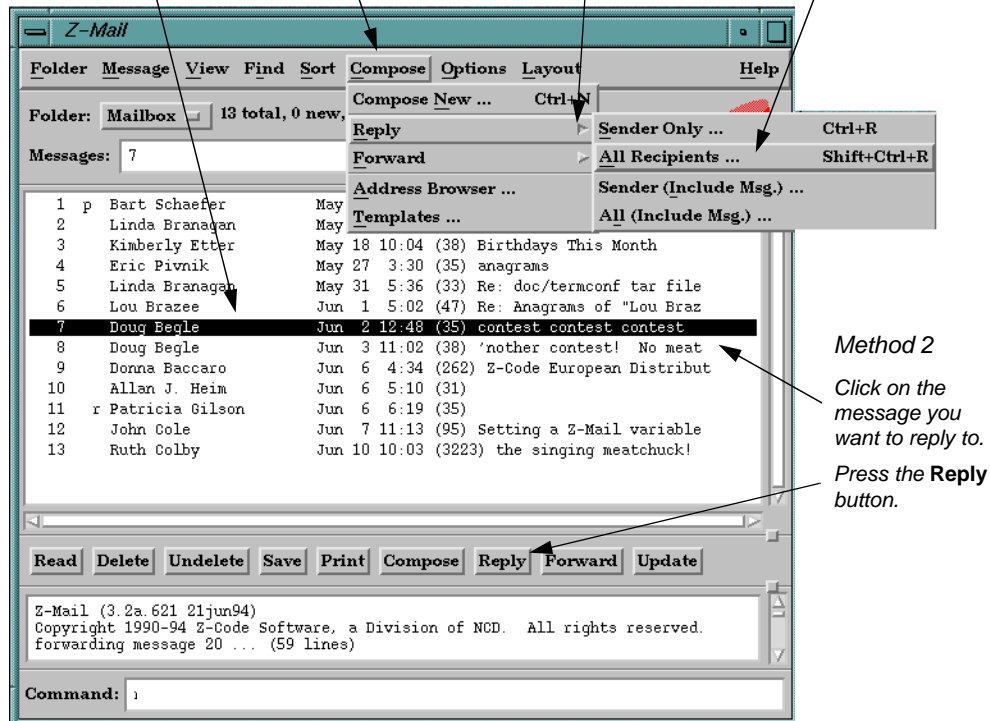
Method 1

Click on the message you want to reply to.

Pull down the **Compose** menu.

Select the **Reply** cascade menu.

Select the type of reply you want to send.



Method 2

Click on the message you want to reply to.

Press the **Reply** button.

After specifying that you want to reply to a message, the Compose Window comes up.

When replying to a message, Z-Mail automatically addresses the reply for you.

To compose your reply:

Edit and add addresses by using the address area.

Note the message number of the message you are replying to.

If you need to add or edit the addresses, refer to the next page.

Change the subject of your reply by highlighting and typing over a portion of it or all of it.

To send your reply, click on the Send button.

The screenshot shows the 'Compose Message' window in Z-Mail. The window has a menu bar with 'Message', 'Edit', 'Include', 'Address', 'Options', 'Layout', and 'Help'. Below the menu bar, it says 'Folder: Mailbox' and 'Messages: 40'. There is a 'Cc:' field with a dropdown arrow. Below that are buttons for 'Edit', 'Expand', and 'Remove'. The 'To:' field contains 'begle@zipx4 (Doug Begle)'. The 'Subject:' field contains 'Re: contest contest contest'. The main body of the window is a large text area with a black border and the text 'Enter the text of your message here.' At the bottom of the window are buttons for 'Done', 'Send', 'Include', 'Attachments', and 'Cancel'. Arrows point from the text annotations to specific parts of the window: one to the 'Messages: 40' field, one to the 'Cc:' dropdown, one to the 'Subject:' field, one to the 'Send' button, and one to the 'Cancel' button.

Cancel the current compose session by clicking on the Cancel button.

Z-Mail gives you the option of saving to a file what you've written so far.

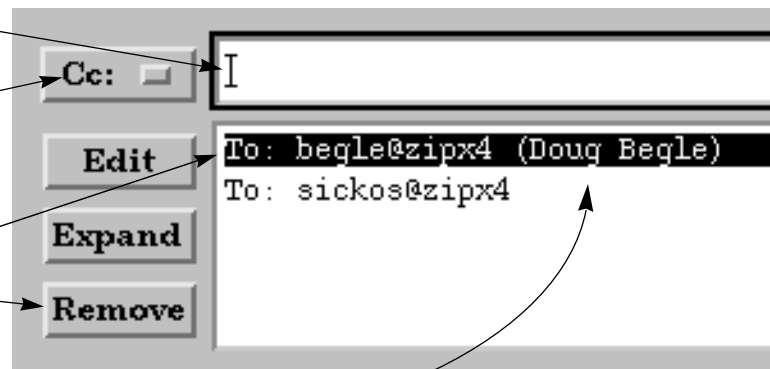
At the top of the Compose Window is a message address area. The message address area lists the addresses that are automatically completed and enables you to edit them. You can also enter additional addresses.

To address your reply:

Type in addresses here.

The address you are typing in is indicated here.

To change an address, click on it once and click on a button.

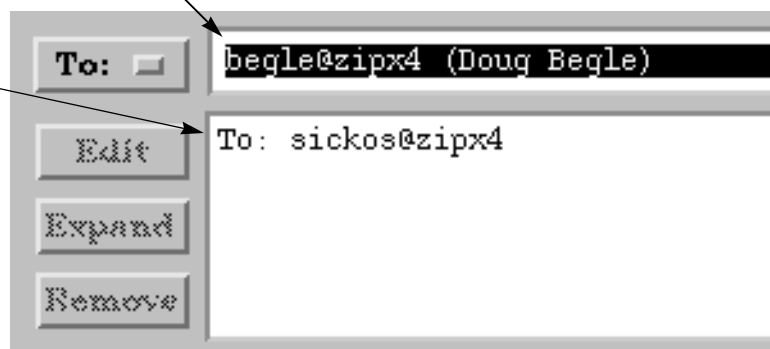


or Double click on the message you wish to edit.

To edit an address:

Highlight any part or all of the message and type in the changes.

When finished making changes, press **Return**. The edited address is added to the list of recipients.



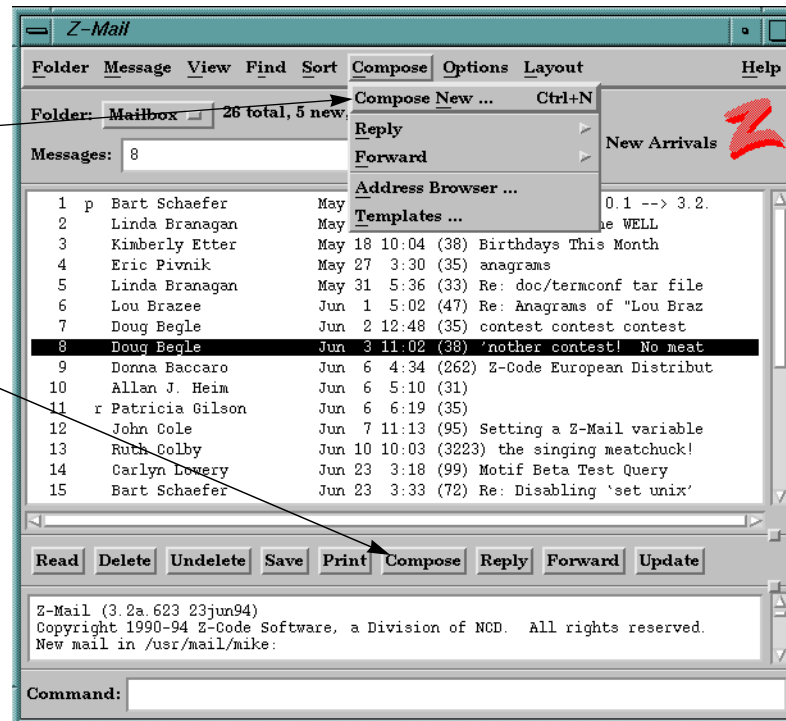
Sending a New Message

To send
a new message:

Select
Compose New from
the **Compose**
pull-down menu.

or

Press the **Compose**
button.



This brings up the Compose Window. Your first task to perform from the Compose Window is to create the header for your message, which includes addressing and providing a subject.

To compose a new message:

Enter the addresses of your recipients here.

Press **Return**, and the recipient's address is added to the recipients list.

For more information on editing the recipients list, please refer to page 8.

Enter the subject of your message here.

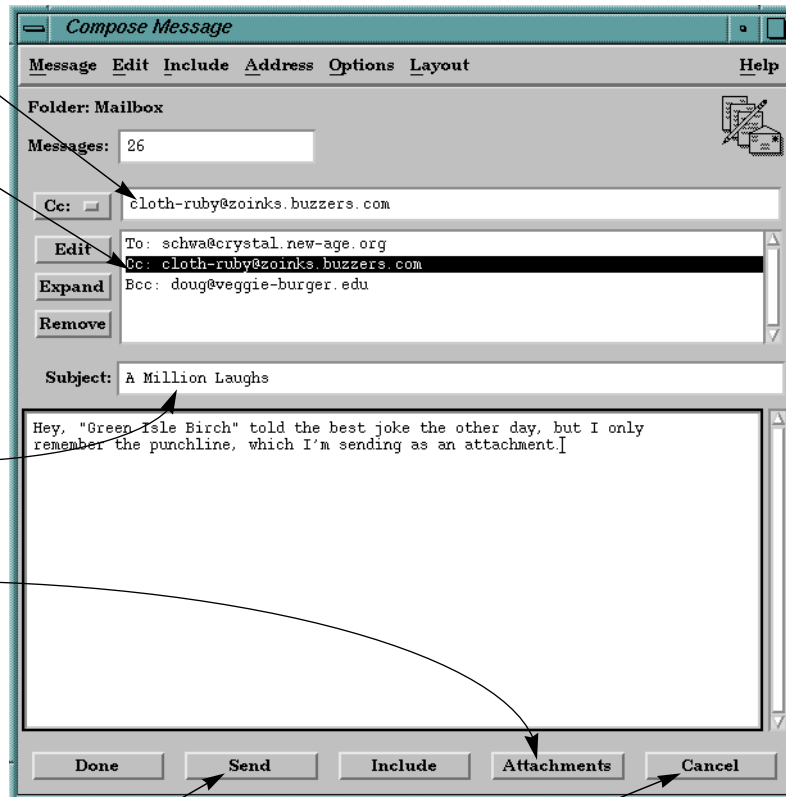
If you want, include an attachment by clicking on the **Attachments** button.

For more information about including files and attachments, please refer to page 15.

To send your reply, click on the **Send** button.

Cancel the current compose session by clicking on the **Cancel** button.

Z-Mail gives you the option of saving to a file what you've written so far.



Including Other Messages in Your Message

Z-Mail enables you to include plain text files and messages in the body of a message. You can also send a wide variety of information in the form of an attachment.

From the Compose Window you can include other messages in your message.

To include other messages:

*Pull down the **Include** menu.*

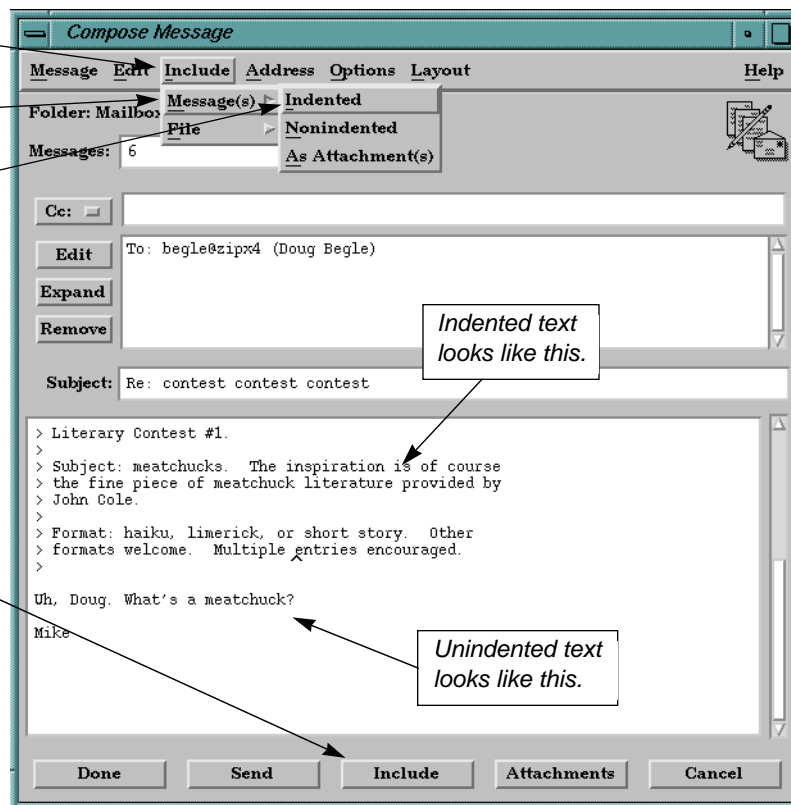
*Select from the **Messages** or **File** cascade menus.*

Select from the cascade menu.

(The current message is included by default.)

or

*Click on the **Include** button to include text from the current message (indented by default).*



Including Files in Your Message

Z-Mail enables you to include plain text files in the body of a message.

From the Compose Window you can either insert the file at the current cursor position or replace the current contents of your reply.

To a file in your message:

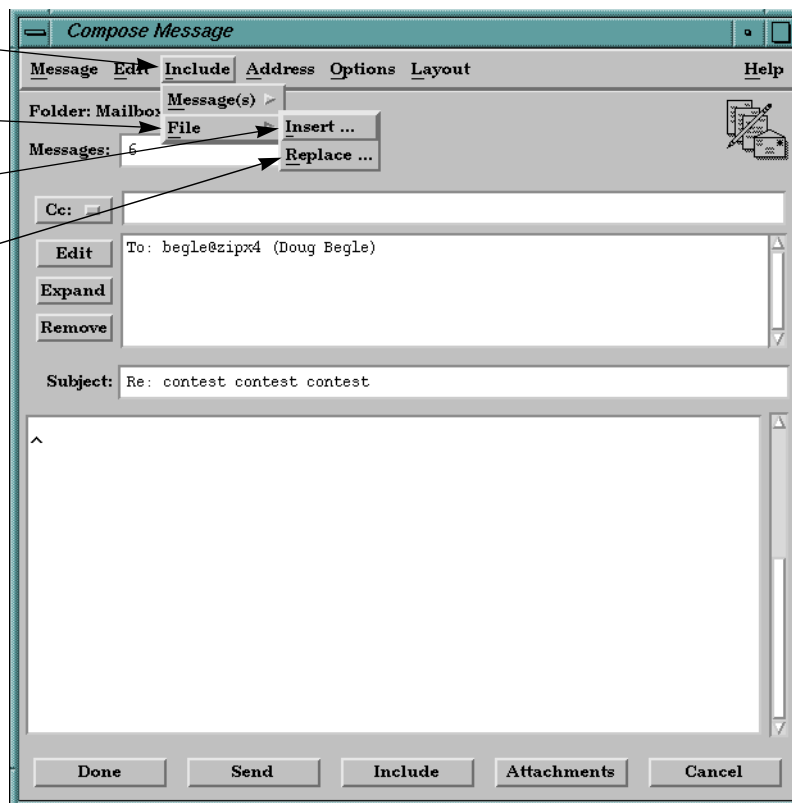
*Pull down the **Include** menu.*

*Select from the **File** cascade menu.*

***Insert** inserts the file into your message.*

***Replace** replaces the current contents of your message with a file you specify.*

*After selecting from the **File** cascade menu, the **File Finder Dialog** pops up.*



To select a file to include:

Move up directories by using the **Directory** menu.

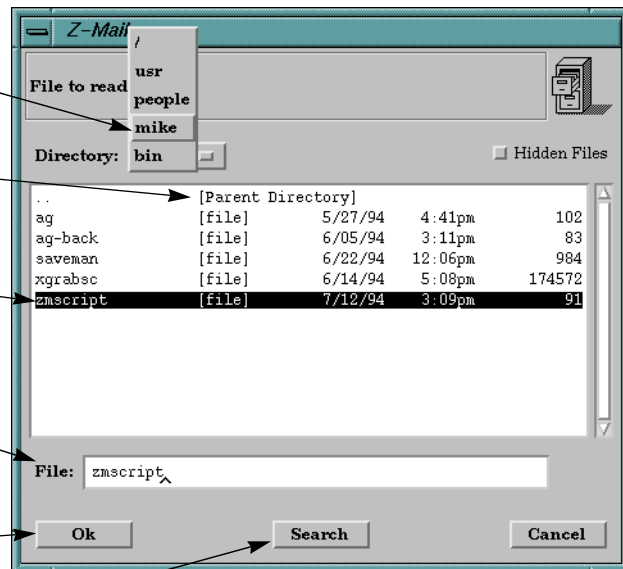
Move up to the parent directory by double-clicking on [Parent Directory].

To select a file, click on it.

When you click on a file name, it automatically appears in the **File** input area. Alternatively, you can type in a path name here.

To include the file, click on the **OK** button.

To display the contents of a selected directory, click on the **Search** button.



Sending Attachments

Z-Mail enables you to attach a wide variety of files that are delivered along with your message. These files are called attachments.

Include attachments from the Compose Window.

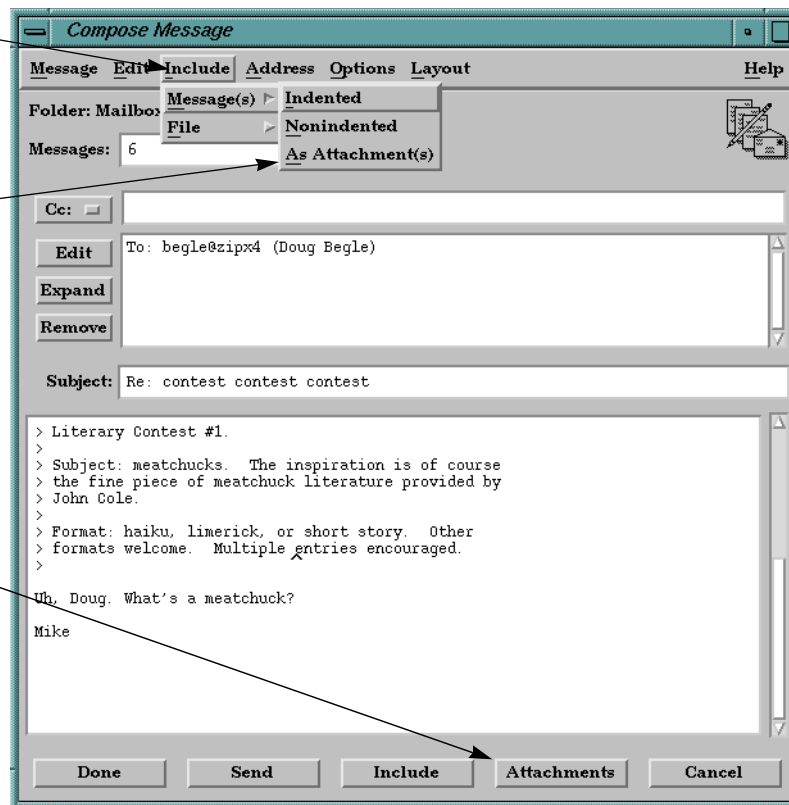
To include an attachment:

*Pull down the **Include** menu to include another message as an attachment.*

*Select **As Attachment(s)** from the **Messages** menu.*
(The current message is included by default.)

or

*Click on the **Attachments** button, which invokes the **Attachments Dialog**.*



**To specify a file to attach
(using the Attachments Dialog):**

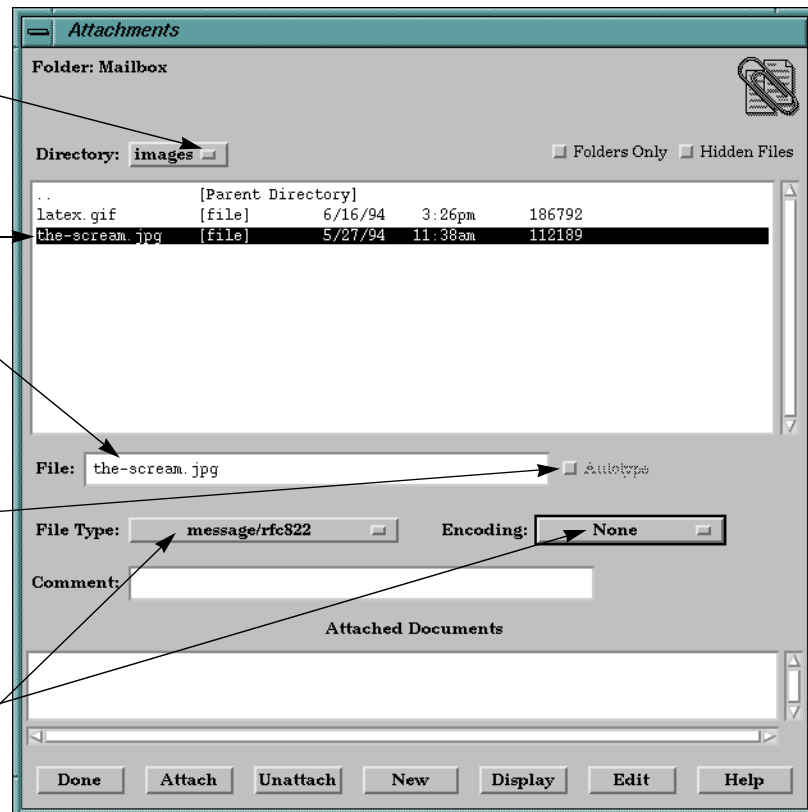
Change to the directory in which the file resides by using the **Directory** pull-down menu.

To select a file, double-click on it.

The name of the file appears on the **File** input area.

If your Z-Mail system is configured to autotype, **Autotype** is in dark type. Click this button to autotype. (Refer to the **Z-Mail Reference Manual** for more information about autotyping.)

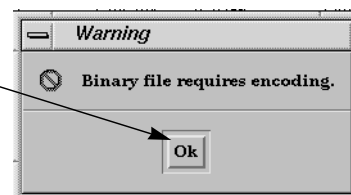
Attachments must be correctly identified and, if need be, encoded.



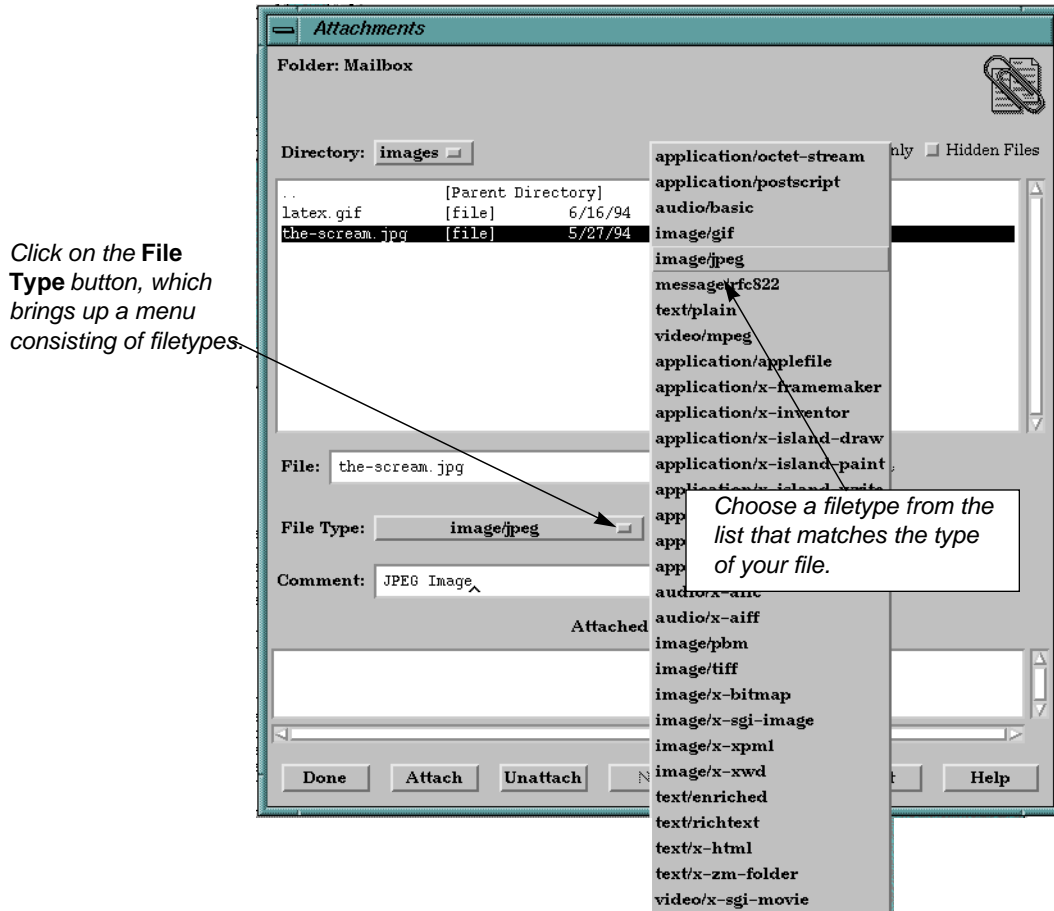
If your attachment requires encoding, and you have not specified encoding, Z-Mail warns you:

Click here to dismiss the Warning window.

Please refer to page 17 for information about file encoding.



To choose a file type:



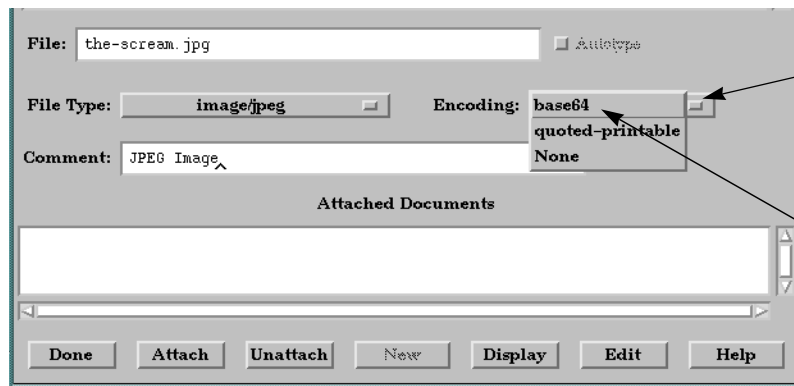
In many cases, file types are indicated by file name extensions. For example, the file *the-scream.jpg* is a jpeg encoded image file.

When you select a file type that is known to Z-Mail, Z-Mail automatically encodes the file, if encoding is required.

If you aren't sure what type of file you are sending and can't use Autotype, choose "application/octet-stream" to ensure that Z-Mail encodes it for safe delivery.

You may need to choose an encoding type if you are sending a compiled program. Most of the time, you won't need to choose an encoding type.

To choose an encoding type:



Click on the **Encoding** button, which brings up the Encoding Type selection menu.

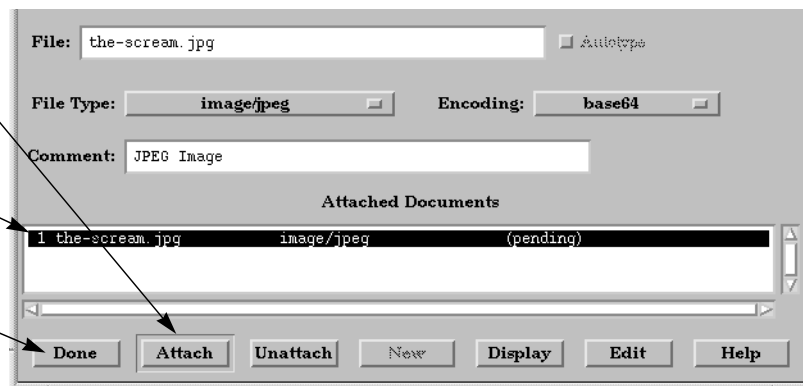
If the file is mostly or entirely non-ASCII, select **base64**

To complete the attachment:

After selecting a file, file type, encoding (if needed), click on the **Attach** button.

The file name is then listed in the **Attached Documents** area.

After you've attached all your documents, press the **Done** button.



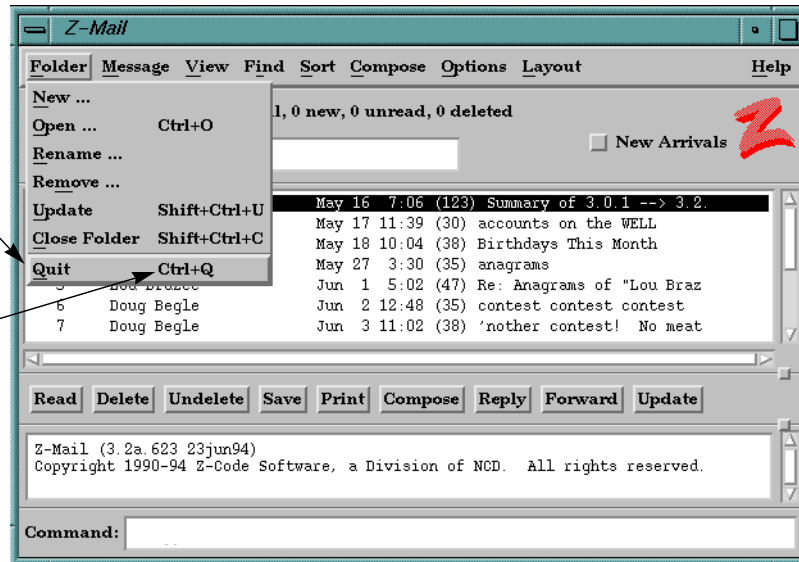
Quitting Z-Mail

To quit Z-Mail:

Pull down the
Folder menu and
select **Quit**.

or

Type **Ctrl+Q**.



Deleting and Undeleting Messages

When you delete messages, Z-Mail marks the messages with asterisks (*) on the Message Summary line. Messages are erased only when you update. Z-Mail prompts you to update when you close a folder or quit Z-Mail.

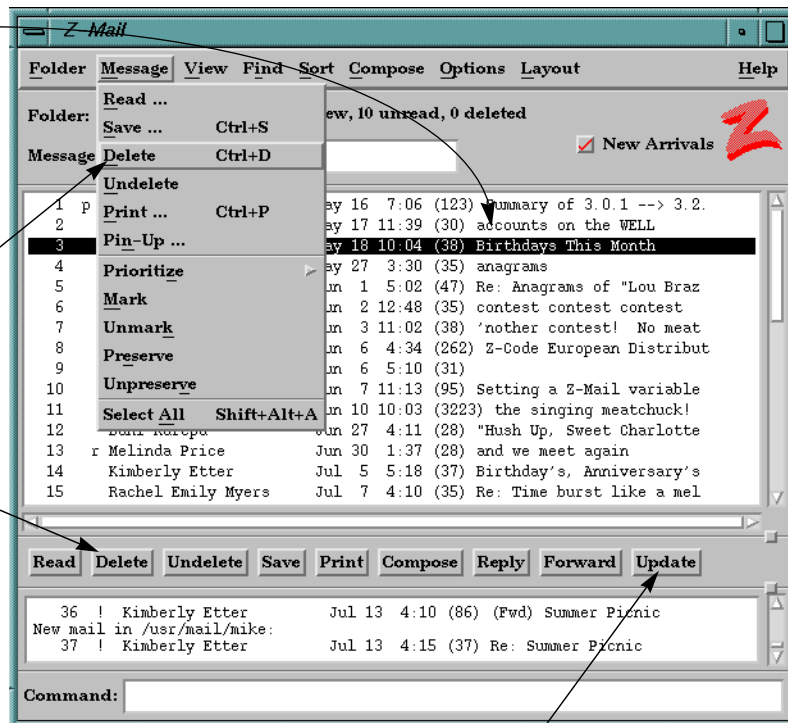
To delete messages:

Select the messages you want to delete.

Select **Delete** from the pull-down menu.

or

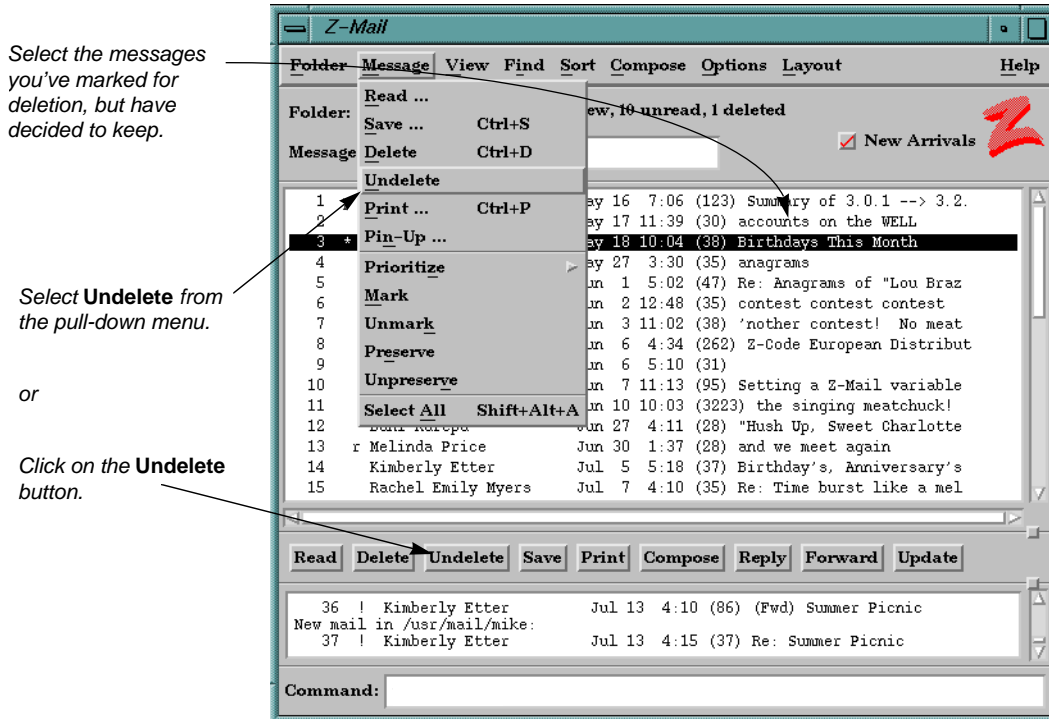
Click on the **Delete** button.



Before updating your current folder, closing your current folder, or quitting Z-Mail, be certain you've only marked messages you want to permanently delete.

To irreversibly delete messages marked for deletion, click on the **Update** button.

To undelete messages:



Printing Messages

You can print your messages by sending them to a local or system printer. Before printing from Z-Mail, you or your system administrator must configure your computing environment with the appropriate printer destination information.

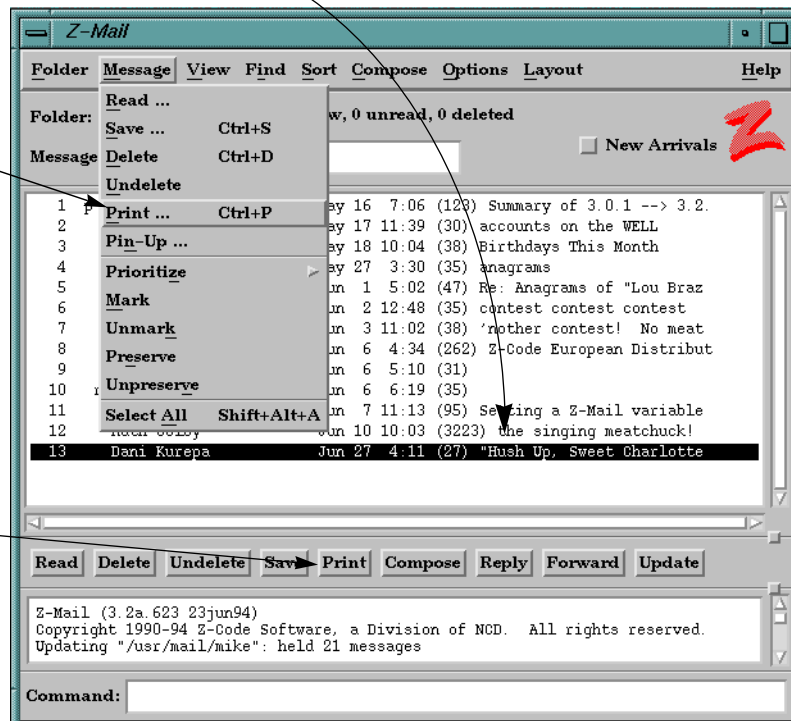
To print messages
from the Main Window:

Select the messages
you want to print.

Select **Print** from the
Messages pull-down
menu.

or

Click on the **Print**
button.



If you invoke printing from the Messages pull-down menu, the Print Messages dialog comes up:

Specify the message number or range of message numbers of the messages you want to print.

Specify how much of the message you want to print. (You'll probably want to choose Standard Message Headers.)

To print, click on the Print button.



Click on the printer you want to use.

Edit the print command you want Z-Mail to use.

To cancel, click on the Done button.

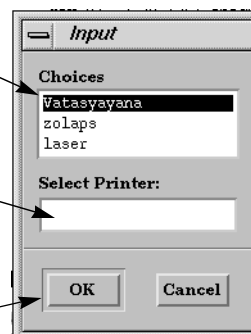
If you invoke printing by clicking on the Print button, an Input dialog comes up:

Select a printer.

or

Specify an alternative printer.

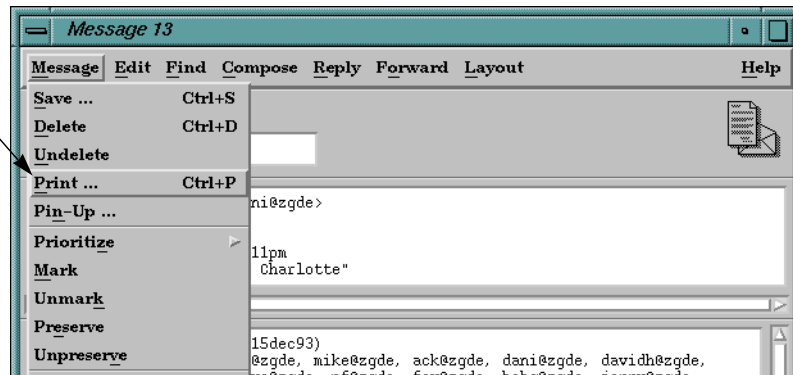
Click on OK to send the file to a printer, or click on Cancel.



To print a message
from the Message Window:

Select **Print** from the
Messages pull-down
menu. The **Print
Message Dialog**
comes up.

Refer to the previous
page for information
about the **Print
Message Dialog**.



Printing messages with attachments

Message attachments are *not* printed, unless the attachment is plain text, less than 10000 characters, and not encoded. Other attachments must be printed from the application designed to handle that type of attachment. For more information about receiving attachments, please refer to page 4.

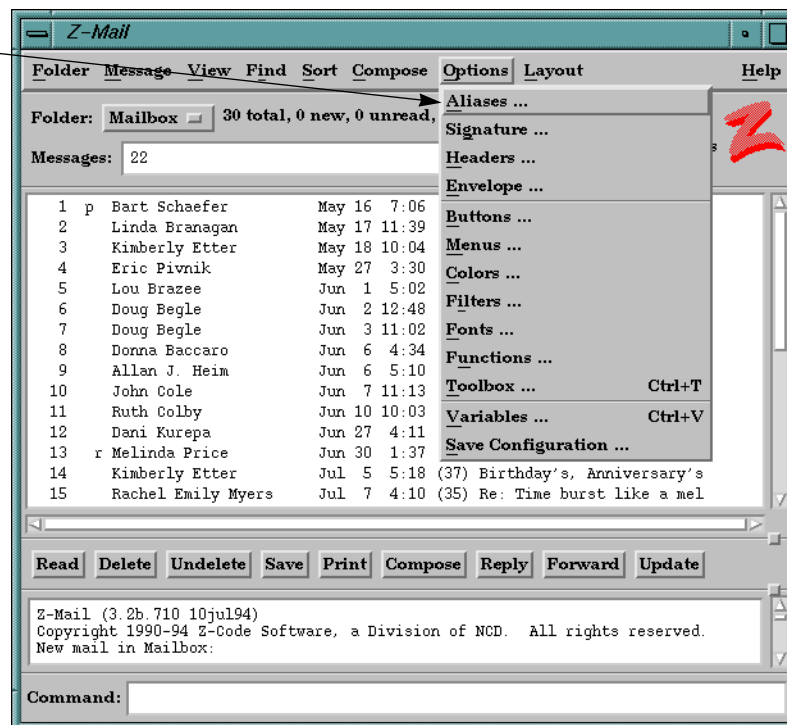
Creating and Maintaining Mail Aliases

A *mail alias* is a simpler name you can assign to a more complicated mailing address. You can use the mail alias just as you would use the more complicated mailing address.

Create mail aliases and mailing lists by using the Aliases Dialog.

To invoke the Aliases Dialog:

Pull down the **Options** menu and select **Aliases**.

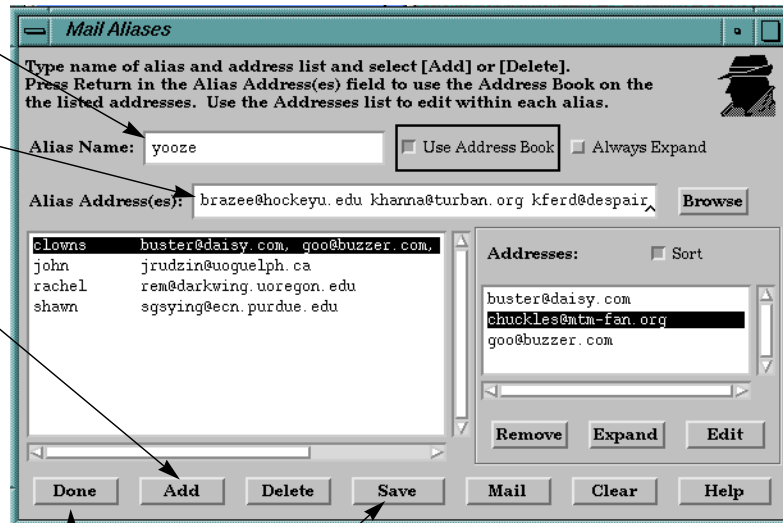


To create an alias:

Type the name for the mail alias here.

Type the address or addresses associated with the alias and press Return.

Add the new alias definition to your list of currently defined aliases, click on the **Add** button.



The dialog box is titled "Mail Aliases". It contains a text field for "Alias Name:" with the value "yooze". To its right are two checkboxes: "Use Address Book" and "Always Expand". Below this is a text field for "Alias Address(es):" containing the addresses "brazee@hockeyu.edu khanna@turban.org kferd@despair". To the right of this field is a "Browse" button. Below the "Alias Address(es):" field is a list of existing aliases with their associated addresses:

| Alias | Address(es) |
|--------|-----------------------------------|
| clowns | buster@daisy.com, goo@buzzer.com, |
| john | jrudzin@uoguelph.ca |
| rachel | rem@darkwing.uoregon.edu |
| shawn | sgsyng@ecn.purdue.edu |

To the right of this list is another list titled "Addresses:" with the following entries: "buster@daisy.com", "chuckles@mtm-fan.org" (which is selected), and "goo@buzzer.com". Below the "Addresses:" list are buttons for "Remove", "Expand", and "Edit". At the bottom of the dialog are buttons for "Done", "Add", "Delete", "Save", "Mail", "Clear", and "Help".

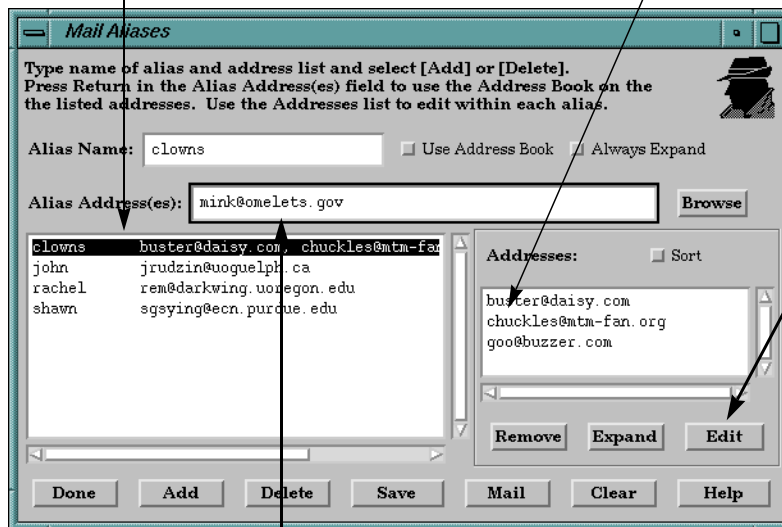
To save the alias definition for subsequent Z-Mail sessions, click on the **Save** button.

To dismiss the Aliases Dialog, click on the **Done** button.

To edit your aliases:

Click on the alias you want to edit.

If you want to edit an address, click on the address you want to edit. Changed addresses or the addresses you've added are reflected here



Click on the button for the action you want to take on a selected address.

Edit an old address or add a new address here and press **Return**.

Press the **Add** button to add the new or edited alias to your active alias list.



Press the **Save** button to make the alias available for future Z-Mail sessions.

Sorting Messages

To sort messages according to standard sorting:

*Pull down the **Sort** menu, and select one item.*

Sort by date from oldest to newest.

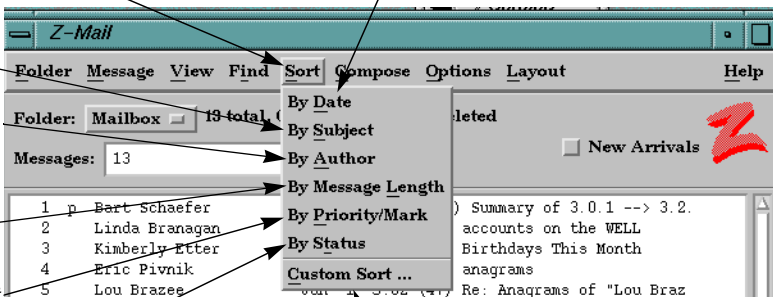
Sorts alphabetically by message subject.

Sorts alphabetically by the author's e-mail address.

Sorts shortest to longest.

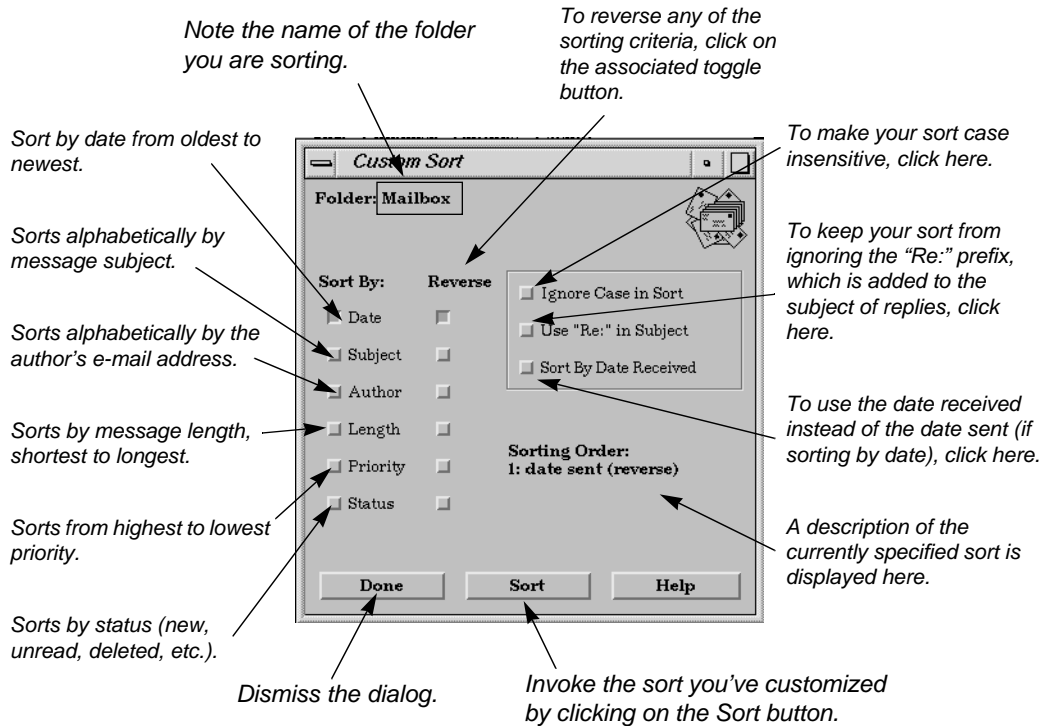
Sorts from highest to lowest priority.

Sorts by status (new, unread, deleted, etc.).



To customize your message sorting, select Custom Sort.

To use the Custom Sort dialog:



Note: The sort order you specify for the active folder is not maintained automatically. When new mail arrives it is always appended to the end of the folder. You must re-sort in order to maintain the desired order of your folder. If you update your folder, Z-Mail maintains the sort order, but if you later save messages to the folder, the new messages are added onto the end.

Finding Messages

To find messages that have aspects in common with the currently selected message, use items in the Find menu.

To find messages in a folder by referencing your current message:

Select a message you want to use as your reference.

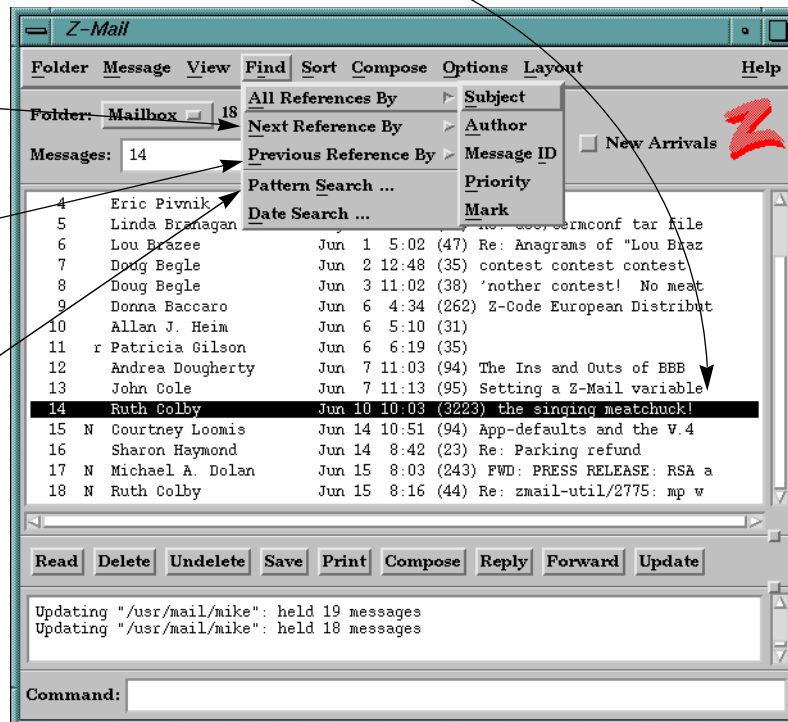
Choose **All References By** to search the whole folder.

or

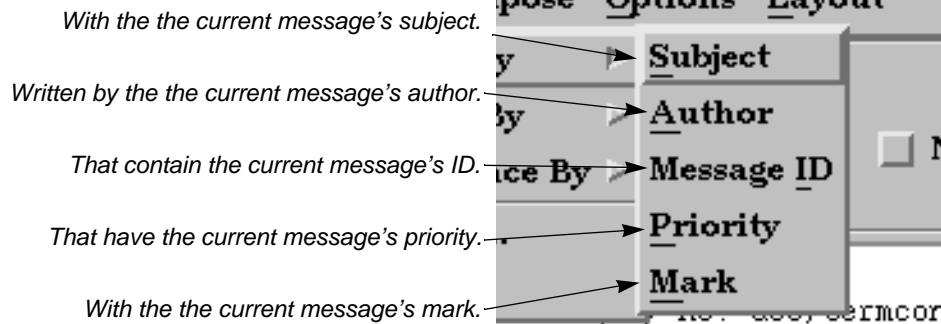
Choose **Next References By** to search your folder after the current message.

or

Choose **Previous References By** to search your folder prior to the current message.



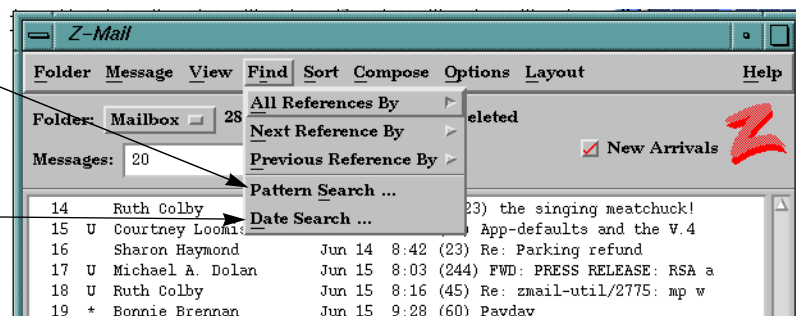
Selecting the following finds messages:



To find messages according to information you specify:

Search for a particular pattern, which invokes the Pattern Search dialog.

Search for messages received on a particular date or period, which invokes the Date Search Dialog.



Finding messages by searching for a pattern

To specify a text pattern search:

Message numbers of the messages that match the search.

Specify the scope of the search. For more information on these, see the next page.

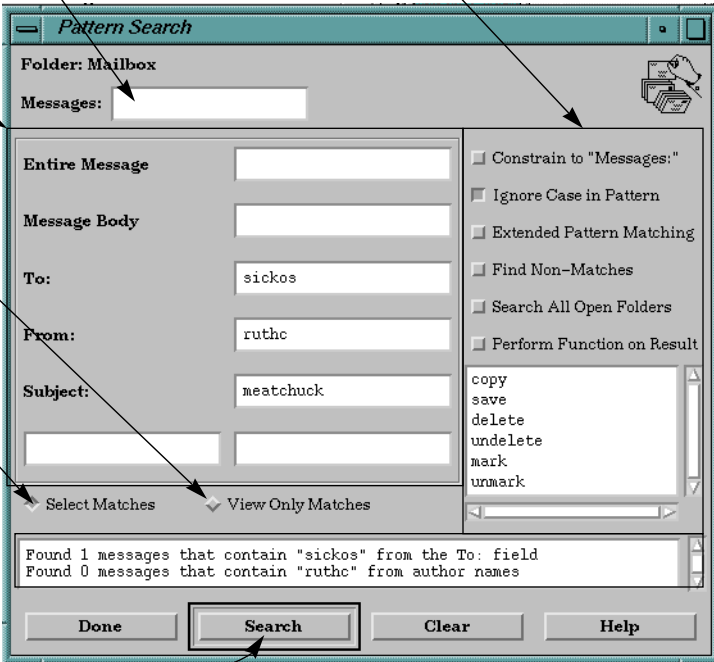
Specify the search string and the area in which to search. Refer to the next page for more details.

Hide the summaries of those messages that do not match the pattern.

Select messages in the Main Window that match the search patterns.

The information area reports the results of your search.

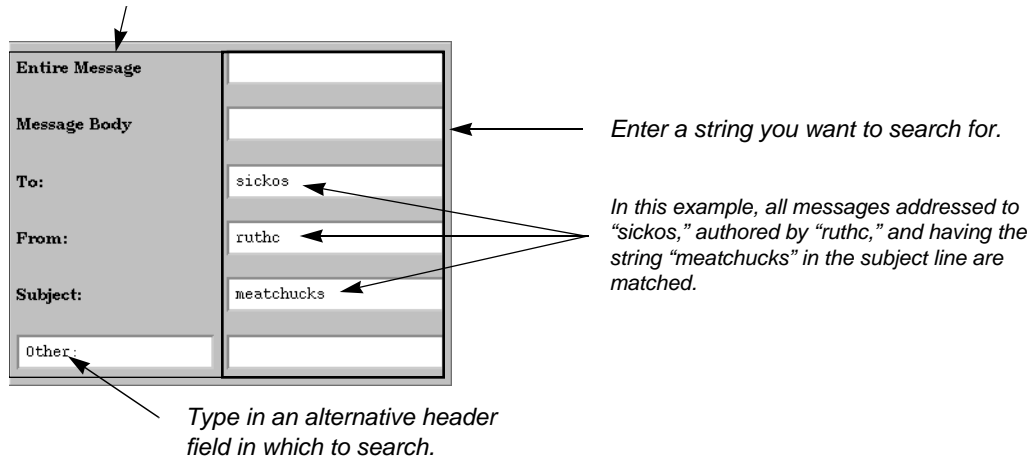
Invoke the search by pressing the **Search** button. **Done** dismisses the window. **Clear** clears the dialog for another search.



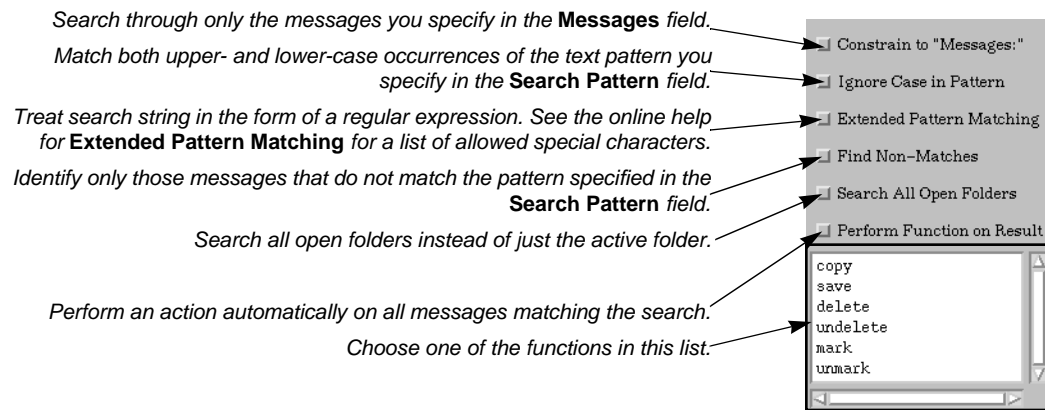
The screenshot shows the 'Pattern Search' dialog box. At the top, it says 'Folder: Mailbox'. Below that is a 'Messages:' field. The main area has four sections: 'Entire Message', 'Message Body', 'To:', and 'From:'. The 'To:' field contains 'sickos' and the 'From:' field contains 'ruthc'. The 'Subject:' field contains 'meatchuck'. To the right of these fields are several checkboxes: 'Constrain to "Messages:"', 'Ignore Case in Pattern', 'Extended Pattern Matching', 'Find Non-Matches', 'Search All Open Folders', and 'Perform Function on Result'. Below these checkboxes is a list of actions: 'copy', 'save', 'delete', 'undelete', 'mark', and 'unmark'. At the bottom left are two checkboxes: 'Select Matches' and 'View Only Matches'. At the bottom right is a text area showing search results: 'Found 1 messages that contain "sickos" from the To: field' and 'Found 0 messages that contain "ruthc" from author names'. At the very bottom are four buttons: 'Done', 'Search', 'Clear', and 'Help'.

To enter a text pattern and the area in which to search:

Identify the area in which you want to search.



To adjust the scope of the search (and process matches):



Finding messages by date

To find messages according to a specified date or period:

Specify the message numbers or range of message numbers for the messages you want to search through. The default is all messages.

Specify the scope and action you want the search to take. See the next page for more information.

Specify the date or period (beginning and ending dates) you want to search for by clicking and dragging on the year, and clicking on a date and month.

When searching for messages between dates, the dates shown are used as boundaries for the search.

Specify the range of the search dates by clicking on the associated radio button.

The information area reports the results of your search.

Invoke the search by pressing the **Search** button. **Done** dismisses the window. **Clear** clears the dialog for another search.

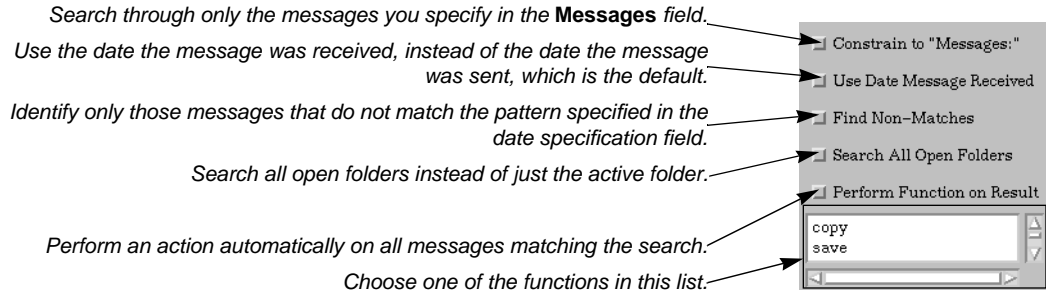
The 'Date Search' dialog box is shown with the following elements and annotations:

- Folder:** Mailbox
- Messages:** [Empty text field]
- Year:** 1994
- Calendar:** A calendar for 1994 with the month of May selected. The date 16 is highlighted.
- Date Range:** Date 1: 5/16/94, Date 2: 6/15/94
- Search Options:**
 - ☐ Constrain to "Messages:"
 - ☐ Use Date Message Received
 - ☐ Find Non-Matches
 - ☐ Search All Open Folders
 - ☐ Perform Function on Result
- Function on Result:**
 - copy
 - save
- Search Range:**
 - ☒ On Date Only
 - ☐ On or Before Date
 - ☐ On or After Date
 - ☐ Between Dates
- Search Instructions:** Choose how you want to perform the search, then press "Search".
- Search Options:**
 - ☒ Select Matches
 - ☐ View Only Matches
- Buttons:** Done, Search, Clear, Help

Annotations point to the following elements:

- Messages field: Specify the message numbers or range of message numbers for the messages you want to search through. The default is all messages.
- Search Options: Specify the scope and action you want the search to take. See the next page for more information.
- Year: Specify the date or period (beginning and ending dates) you want to search for by clicking and dragging on the year, and clicking on a date and month.
- Date Range: When searching for messages between dates, the dates shown are used as boundaries for the search.
- Search Range: Specify the range of the search dates by clicking on the associated radio button.
- Search Instructions: The information area reports the results of your search.
- Search button: Invoke the search by pressing the **Search** button. **Done** dismisses the window. **Clear** clears the dialog for another search.

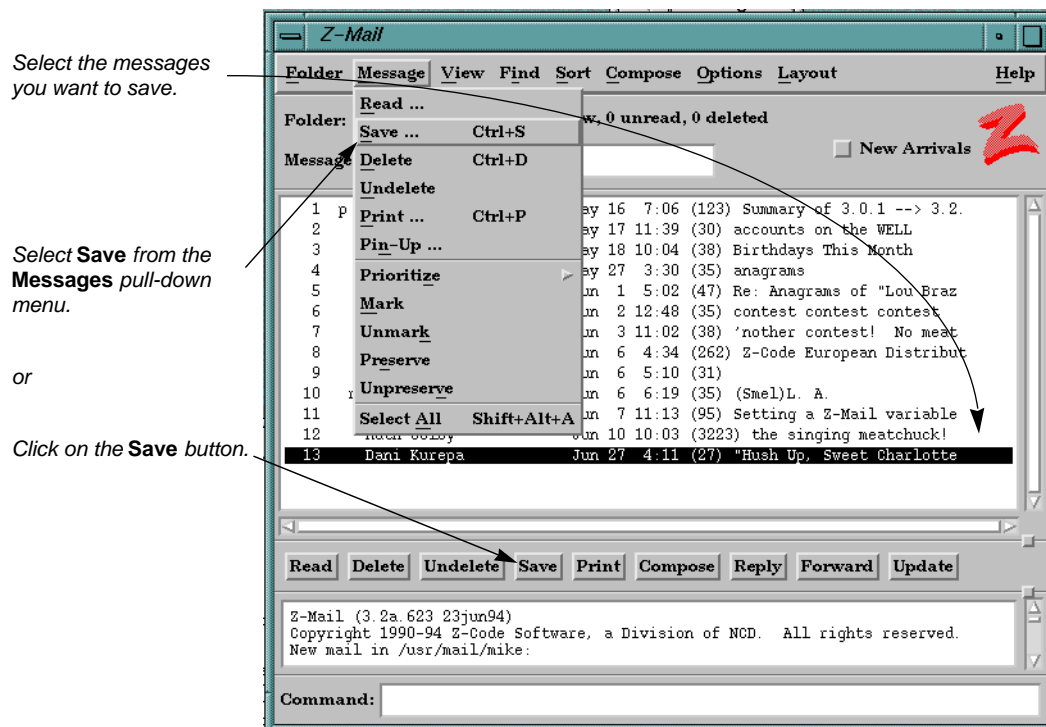
To adjust the scope of the search (and process matches):



Saving Messages

You can save messages as individual files without headers or as *mail folders*, which are collections of mail files that Z-Mail can process.

To save messages
from the Main Window:



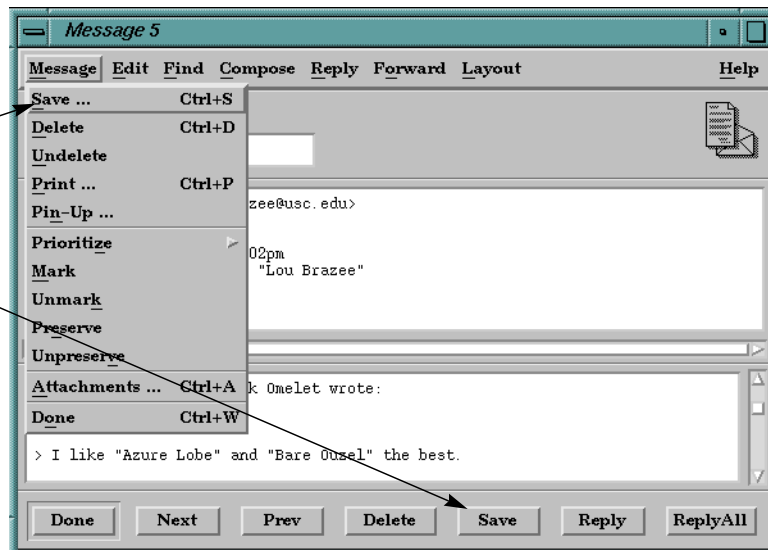
To save a message
from the Message
Window:

Select **Save** from the
Messages pull-down
menu.

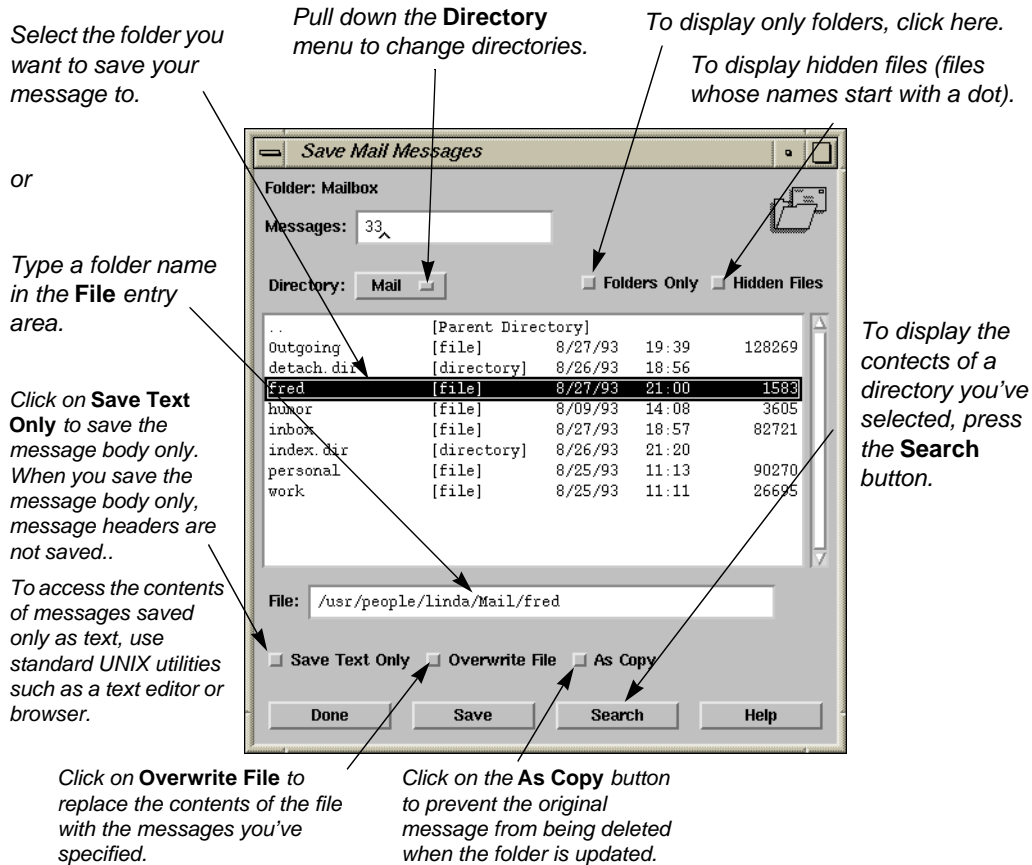
or

Click on the **Save**
button.

The **Save Messages
Dialog** comes up.
Refer to the next page
for information about
the **Save Messages
Dialog**.



To use the Save Mail Messages Dialog:



Once you click on the Save button, the messages are copied to the folder you've specified. The messages are marked with an "S" in the Main Window's messages summaries. Messages marked with S's are deleted from your mailbox when you update your folder.

Accessing Messages Saved to Folders

Electronic mail messages are stored in *mail folders*. Incoming messages are delivered to your *system folder*. When you start Z-Mail, it loads your system folder automatically. Normally, mail that you don't delete is held in your system folder.

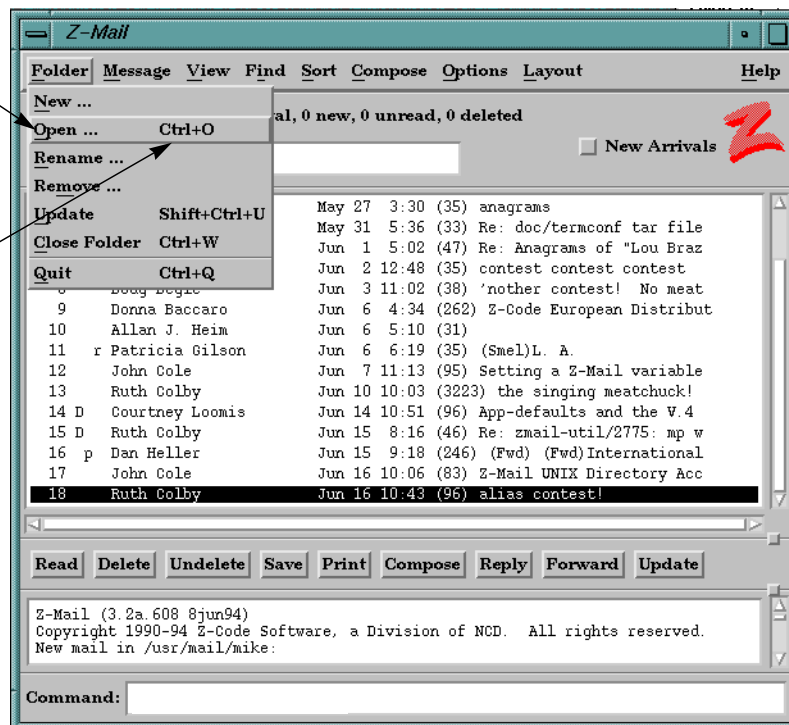
When you start Z-Mail, your system folder is opened automatically by default. If you have mail stored in other folders, you must first open those folders before you can access their contents.

To read messages saved to a folder:

Select **Open** from the **Folder** pull-down menu.

or

Type **Ctrl+O**.



Select the folder you want to open from the Open Mail Folder Dialog:

Click on **Folders Only** if you only want to list folders you can open. Plain text files and messages saved as text only are not listed.

To list hidden files, or "dot" files, click on **Hidden Files**

Move up the directory tree by using the **Directory** pull-up menu.

Access your home directory by double-clicking on [Parent Directory].

Access other directories or files by double-clicking on them.

or

Type in the path of the folder you want to open.

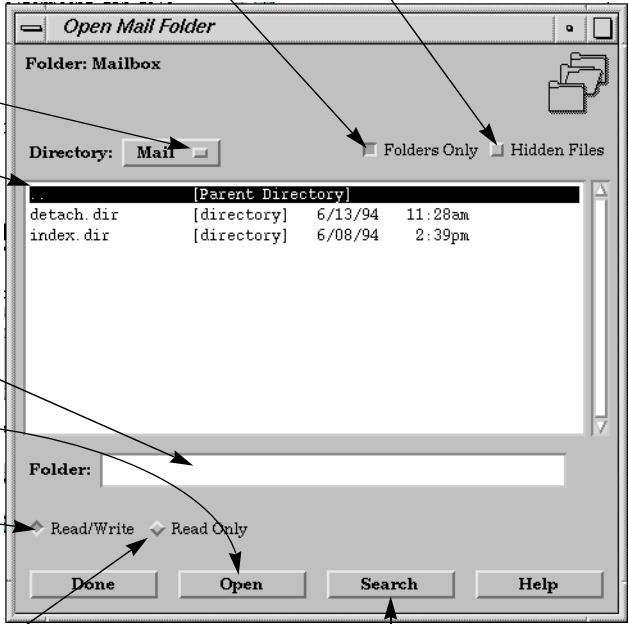
Click on the **Open** button.

If you want to be able to update the folder, click on **Read/Write**.

If you want to open the folder read-only, click on **Read Only** before pushing the Open button.

Folders load much more quickly and consume far less system resources when they are opened read-only. If you do not intend to update the folder you are opening, you should choose this option.

To list the contents of a selected directory, press the **Search** button.



The screenshot shows the 'Open Mail Folder' dialog box. At the top, it says 'Folder: Mailbox'. Below that is a 'Directory:' pull-down menu currently set to 'Mail'. To the right of the pull-down are two checkboxes: 'Folders Only' (checked) and 'Hidden Files'. Below these is a list of files and directories. The first item is '[Parent Directory]' which is selected. Below it are 'detach.dir' and 'index.dir', both listed as '[directory]' with dates and times. At the bottom of the dialog, there is a 'Folder:' text field, and below that are two radio buttons: 'Read/Write' (selected) and 'Read Only'. At the very bottom are four buttons: 'Done', 'Open', 'Search', and 'Help'. Arrows from the surrounding text point to these various elements.

| File Name | Type | Date | Time |
|--------------------|-------------|---------|---------|
| [Parent Directory] | [directory] | 6/13/94 | 11:28am |
| detach.dir | [directory] | 6/13/94 | 11:28am |
| index.dir | [directory] | 6/08/94 | 2:39pm |

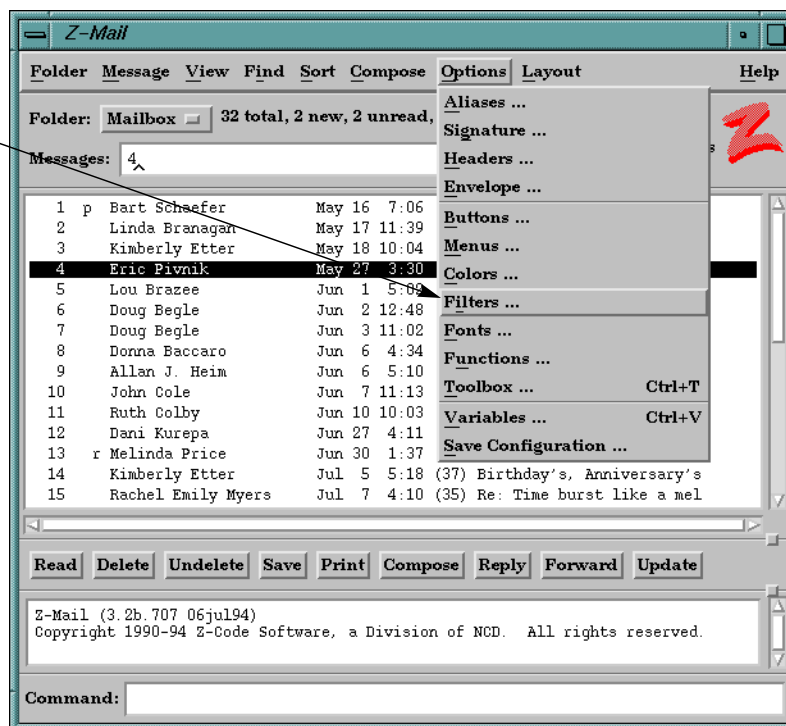
Note: Opening a folder as read-only prohibits you from updating the actual folder itself. If you try to update a read-only folder, an external index is created. Any changes made to the folder are saved to the index. The next time you open the folder, the folder resumes the same state it was in when the index was created.

Filtering Your Messages

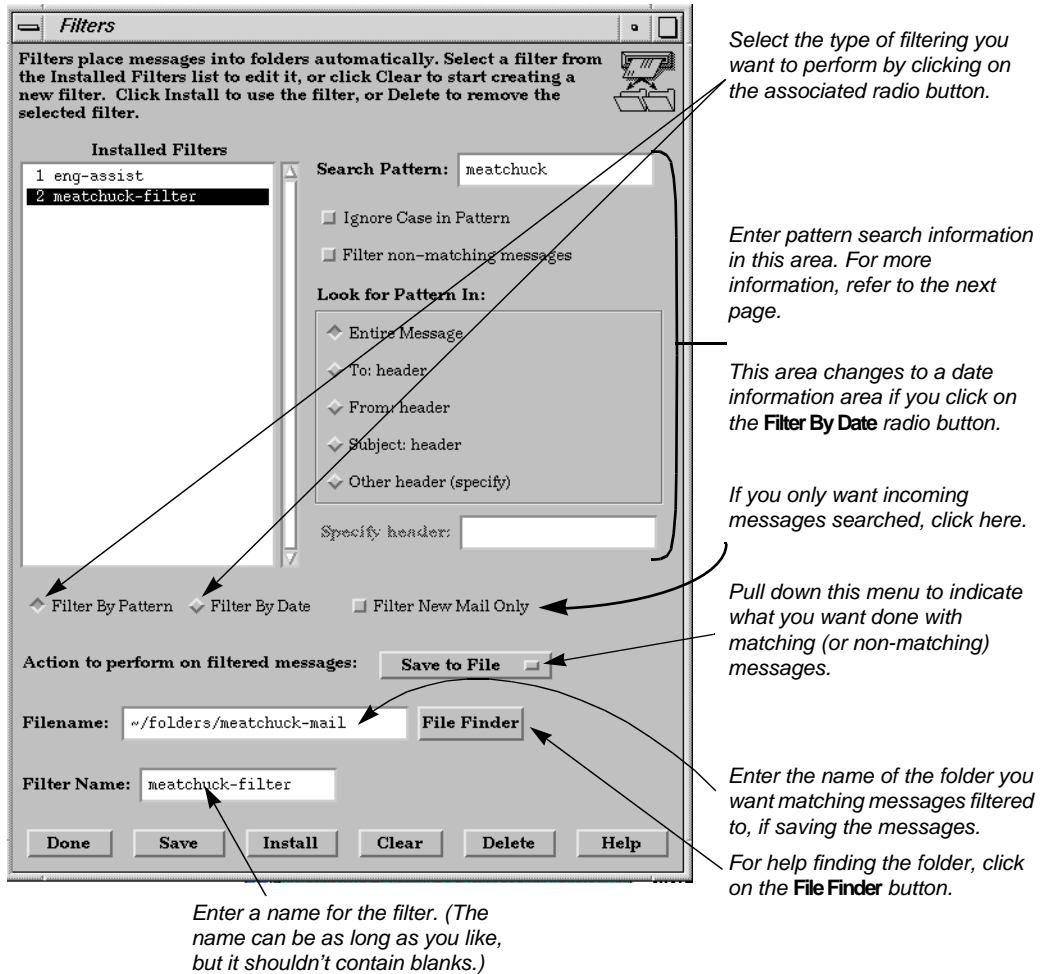
Mail filters automatically process your mail according to criteria you define using the Filters Dialog. This can aid you in sorting and managing your mail.

To invoke the Filters Dialog:

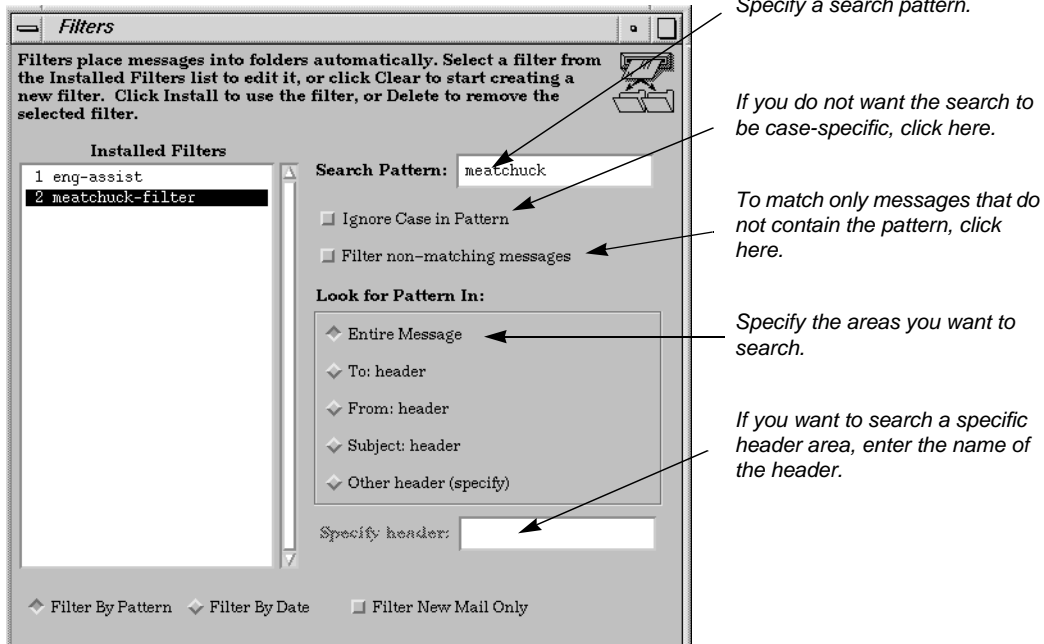
Select **Filters** from the **Options** pull-down menu.



To use the Filters dialog:



To filter according to a pattern search:

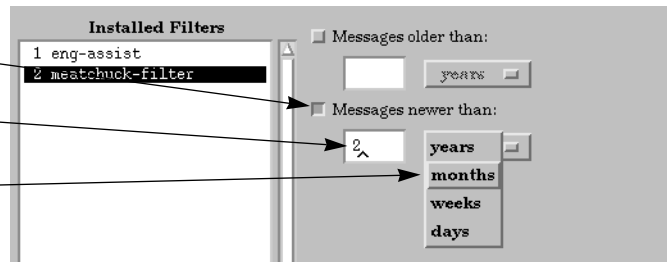


To filter according to date:

Press the button associated with the date range you want to filter.

Type in a numerical value.

Specify the unit you want to use by selecting one from the pulling down the menu.



To name and save your filter:

If filtering mail to a folder, specify a folder name.

Type a name for the filter.

*Install the filter for your current session by clicking on the **Install** button.*

*Save the filter so it runs after your current session, click on the **Save** button.*

The screenshot shows a dialog box for configuring a mail filter. It has a title bar and several fields and buttons. Annotations with arrows point to specific elements:

- An arrow points from the text "If filtering mail to a folder, specify a folder name." to the "Filename:" field, which contains the text "~/folders/meatchuck-mail".
- An arrow points from the text "Type a name for the filter." to the "Filter Name:" field, which contains the text "meatchuck".
- An arrow points from the text "Install the filter for your current session by clicking on the **Install** button." to the "Install" button.
- An arrow points from the text "Save the filter so it runs after your current session, click on the **Save** button." to the "Save" button.

The dialog box contains the following elements:

- Label: "Action to perform on filtered messages:" with a button "Save to File" and a small icon.
- Field: "Filename:" with the text "~/folders/meatchuck-mail" and a "File Finder" button.
- Field: "Filter Name:" with the text "meatchuck".
- Buttons: "Done", "Save", "Install", "Clear", "Delete", and "Help".

Note: To be able to filter mail already existing in your mailbox, you must start up Z-Mail with the **-filter** option:

```
zmail -gui -filter &
```

To edit or delete a filter:

Click on the name of the filter you want to edit or delete.

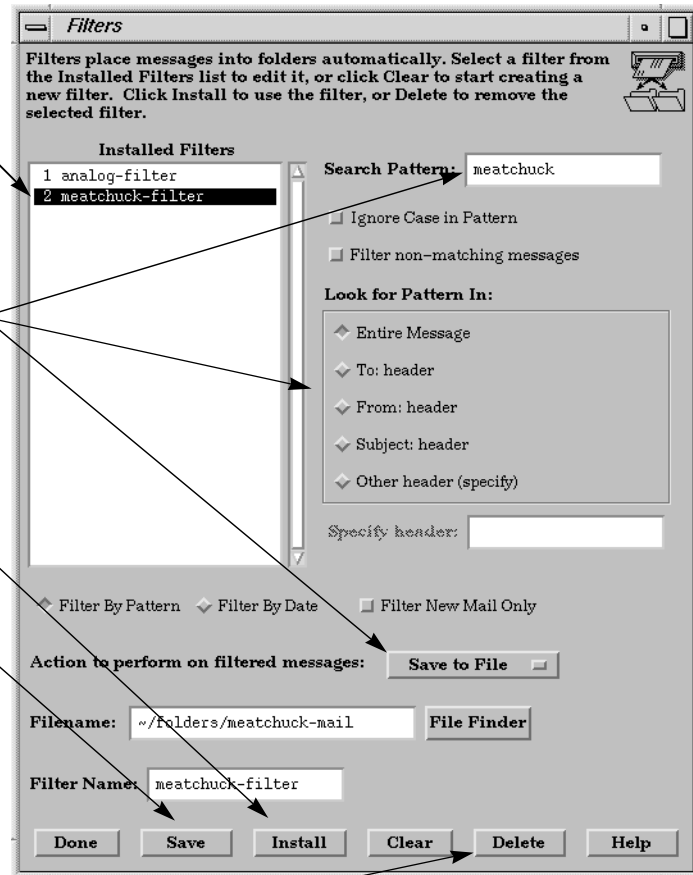
Edit any of the attributes you want to change.

Click on the **Install** button. This activates the filter for your current session.

To save the filter changes for future sessions, click the **Save** button. If you do not click on the **Save** button, the changes are only good for your current session.

Click on the **Delete** button to remove the current filter.

To make the deletion permanent, click on the **Save** button.



Using On-line Information

On-line help for Z-Mail is more complete than the overview-style descriptions found in this User's Guide. Be certain to check the on-line help index if you cannot find the information you need.

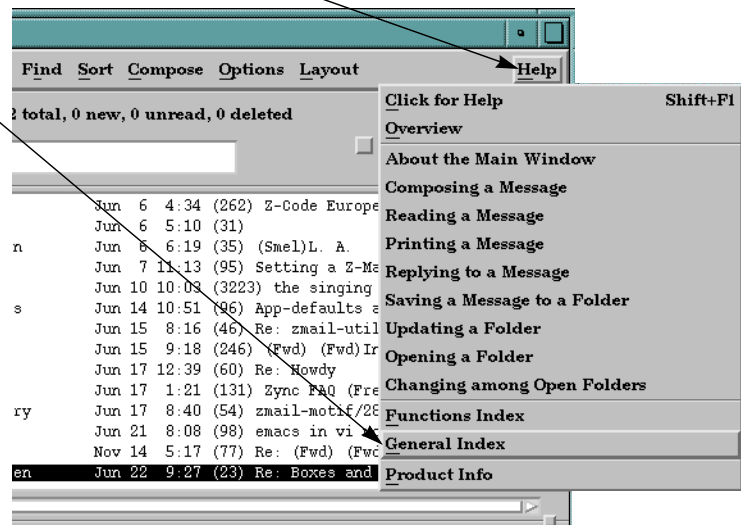
Accessing on-line help

You can access on-line help from all menu bars (the Help menu) and by using the Help button in most dialogs.

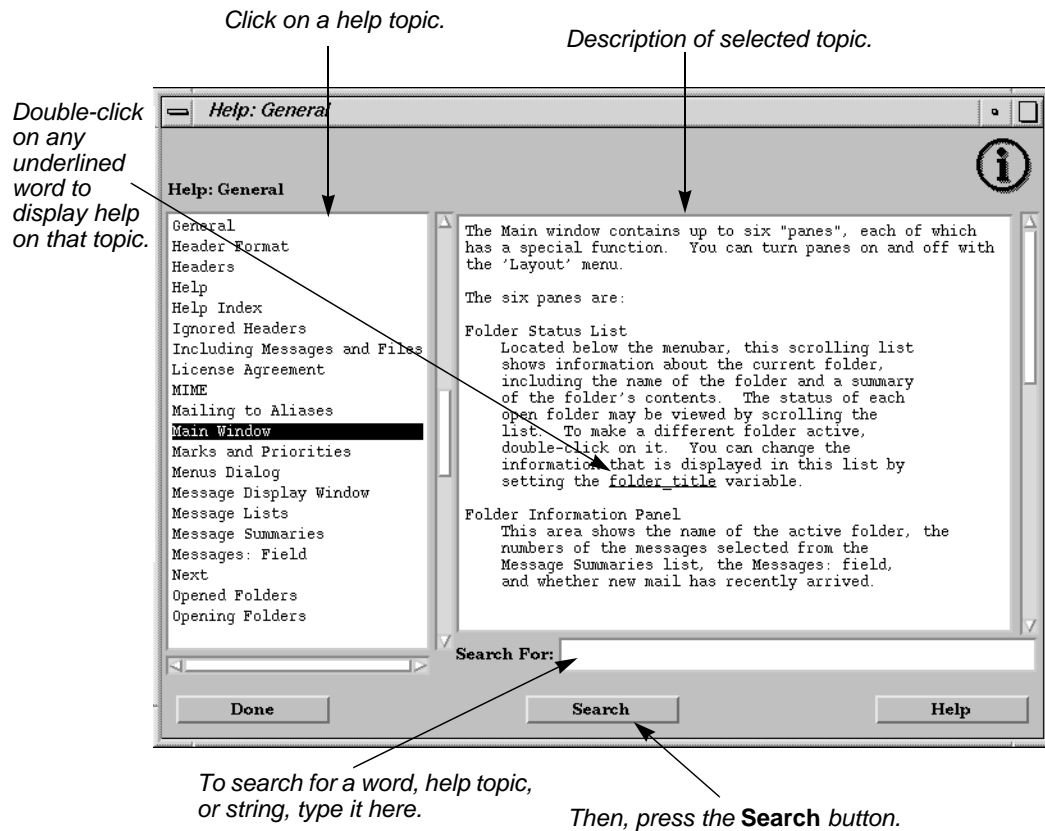
To invoke on-line help from the Main Menu:

*Click on the **Help** pull-down menu from the menu bar.*

*Select the appropriate **Help** topic.*



To find the information
you need:



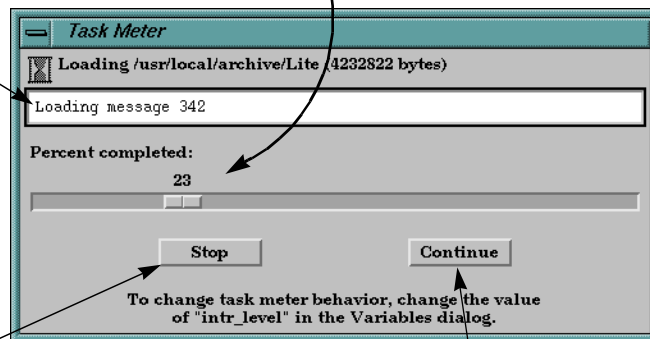
Using the Task Meter

When commands or other operations take a long time to complete, Z-Mail displays a *Task Meter* that provides feedback about how much of the job is done. As the operation progresses, the indicator on the task meter slides from 0% to 100%.

Note: In some cases, Z-Mail cannot determine what proportion of the task has been completed. In these cases, the sliding indicator does not appear on the Task Meter.

The current task is displayed.

The slide displays the estimated percentage of the task that's completed. This slide rule will not appear if Z-Mail cannot make an estimate.



*Click the **Stop** button to interrupt the procedure.*

*Some tasks that are important to the correct functioning of Z-Mail cannot be interrupted in this way. When a task cannot be interrupted, the **Stop** button is grayed and clicking it has no effect.*

*To continue a task after stopping it, click on the **Continue** button.*

Using Z-Mail Shortcuts and Tools

Using key strokes to pull down menus and select items

In addition to using your mouse to operate pull-down menus, you can use your keyboard to operate them. The underlined letter in each menu title and menu item is called a *mnemonic*.

To invoke a pull-down menu item using mnemonics:

Pull down a menu by holding down the Meta key and typing the underlined letter associated with the menu you want to access.

For example, to pull down the **F**older menu, type:

Meta+f

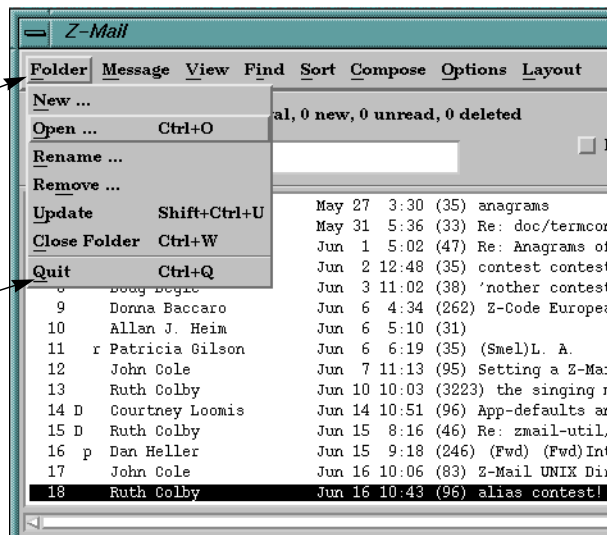
Then, to invoke a menu item, type the underlined letter associated with the item you want.

For example, to quit, type:

q

(You do not need to hold down the Meta key.)

To dismiss a pull-down menu without selecting an item, press Esc.



Note: Note: The Meta key varies from workstation to workstation. On some, it is the key with a diamond design, on others it is the key labeled Alt. If you are unsure which key is the Meta key, ask your system administrator or see your workstation's user guide.

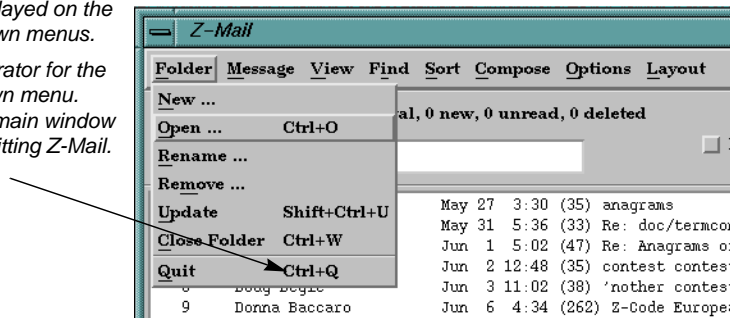
Invoking a menu item without pulling down a menu

You can access menu items directly and avoid using mnemonics or pull down menus by typing command accelerators.

To use an accelerator key sequence:

Type the character sequence displayed on the right side of some items in pull-down menus.

For example, **Ctrl+Q** is the accelerator for the **Quit** menu item in the **File** pulldown menu. Pressing **Ctrl+Q** anywhere in the main window will activate the **Quit** item, thus quitting Z-Mail.



Finding files

The *File Finder* is included in several dialogs to let you search for files (including mail folders) and directories. When a file search is the only operation required, such as when responding to a question whose answer is a file name, a File Finder dialog appears.

When this toggle button is on, the File Finder displays files whose names begin with a dot (.) character. Dot files are not normally shown when displaying the contents of a

To select a file or directory, double-click on a file or directory name in the list

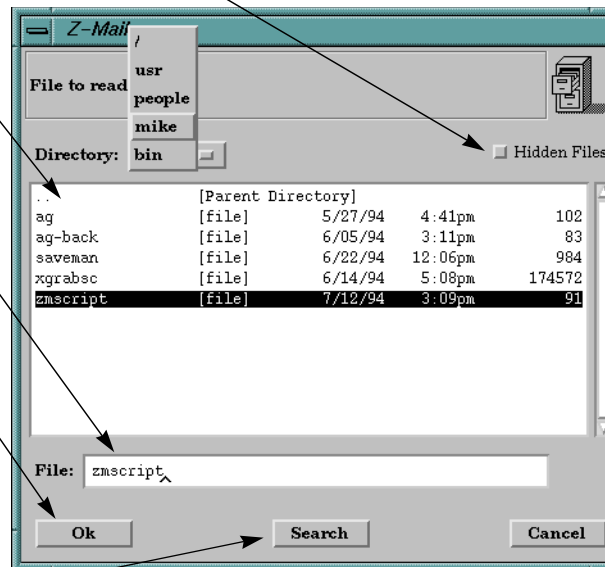
or

Type the path of the file or directory.

or

Click on the name in the list and press the OK button.

*If you selected a directory name, and you want to see the contents of the directory, click on the **Search** button.*



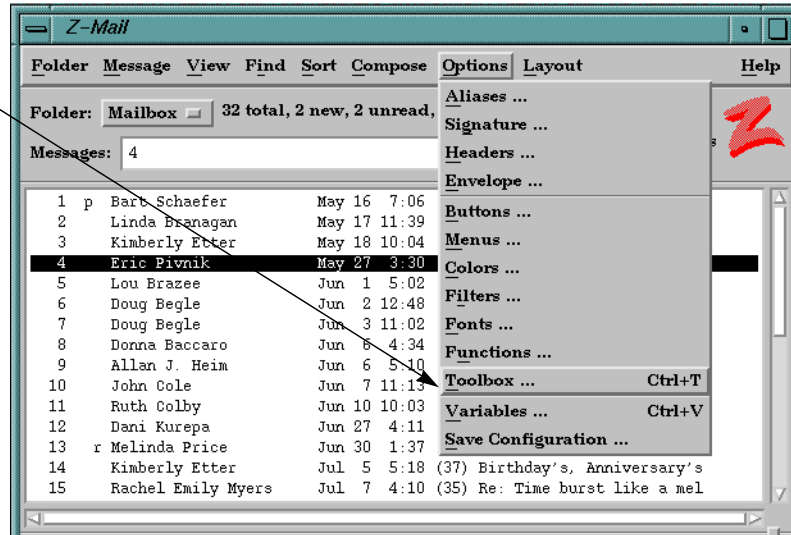
Note: These action buttons do not always appear when the File Finder is part of another dialog. Instead, the action buttons of that dialog act upon the text displayed in the File text field.

Using the Z-Mail Toolbox

The easiest way to customize your Z-Mail sessions is through the Z-Mail Toolbox.

To bring up the Z-Mail Toolbox:

Select **Toolbox** from the **Options** menu



To use the Z-Mail Toolbox:

Click on the icon for the tool you want to use.

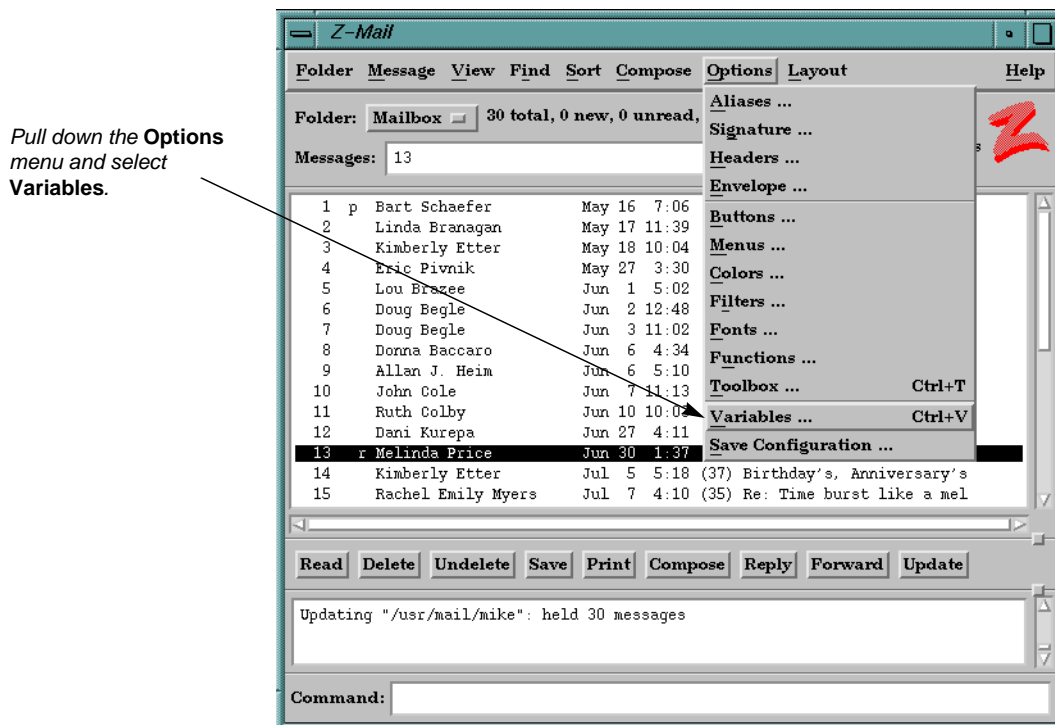
To dismiss the Toolbox, click on the **Done** button.



Customizing Your Z-Mail Sessions

The easiest way to customize Z-Mail is by using the Variables Dialog. The Variables Dialog enables you to change the values of variables that govern how Z-Mail looks and functions.

To invoke the Variables Dialog:

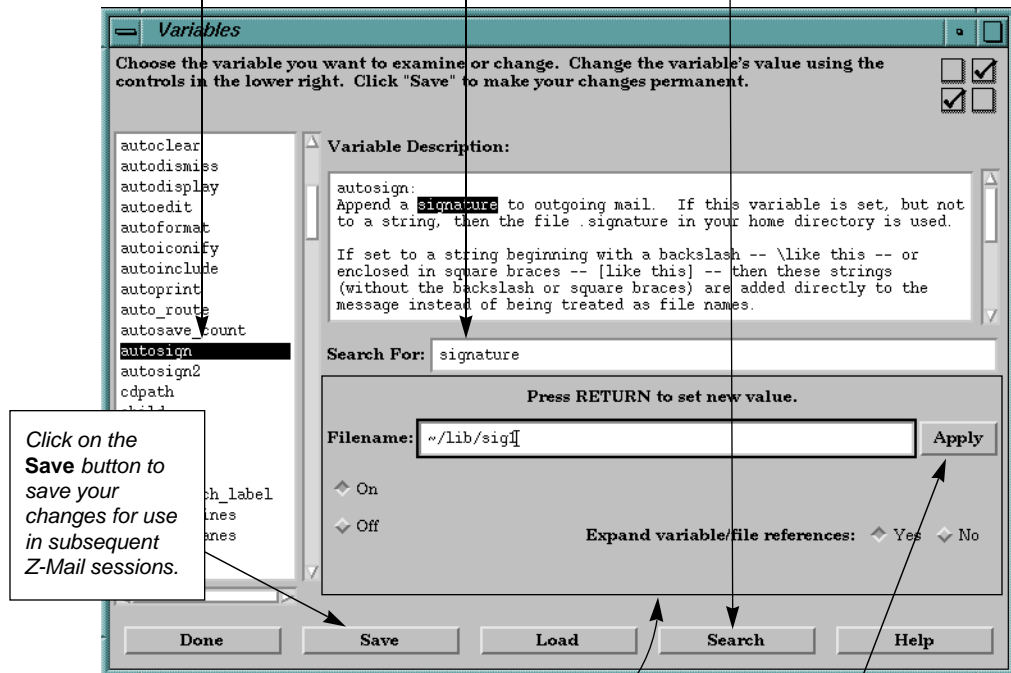


To use the Variables Dialog:

Click on the variable you want to change.

If you don't know the variable you want to change, type a key word to search for in the variable descriptions. This can help you find a variable that is associated with a customization you may want to make.

Press the **Search** button to initiate the search.



Click on the **Save** button to save your changes for use in subsequent Z-Mail sessions.

This area offers various buttons and text entry areas that affect a given variable. This area changes from variable to variable.

To apply to the variable the settings you've made, click on the **Apply** button, when applicable.

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